



CHIEVELEY CRICKET CLUB
 Training Information for Data Protection
 and Privacy Policy
 2018



Data is Important!

| Who | What |
|------------------------|---|
| Membership Officer | Collects membership data through membership form Uses data to populate membership and youth attendance record Notifies Welfare Officer of Youth health declaration Provides data to coaches and team managers Produces anonymised reports for trending Monitors club email account |
| Welfare Officer | Maintains Coaches training records Maintains Coaches and volunteers DBS, safeguarding and First Aid and Data Protection and Privacy policy training records Records Welfare and Safeguarding concerns Shares concerns with Coaches |
| Coaches and Volunteers | Handle teams sheets and scorecards |
| Publicity | Broadcasts information via social media |
| All | <u>Destruction</u> Shreds paper records Secure delete any electronic record |
| | <u>Retention period</u> Membership and attendance paper records for 1 calendar year, electronic for no more than 3 calendar years. Match including Club records and photographs kept indefinitely Data shared on social media Facebook / Twitter is outside of club control |
| | <u>Storage</u> Paper records containing sensitive data stored under lock and key Electronic records stored in secure cloud account – eg Google drive |
| | <u>Loss</u> Loss of data or other breach notified to Club Data Protection Officer to investigate/notify IPO |
| | <u>Use</u> Data is not to be used for anything other than club purposes |
| Exclusions | Communication between club members (eg email, SMS, Wassap etc) are excluded from these procedures even if it relates to club activities (eg match or tour organisation) |



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In summary

- We collect and use data on our membership to run the club - This is in electronic and paper format
- The use must
 - be for specified explicit and limited purposes
 - be adequate, relevant and limited
 - be accurate and kept up to date
 - be processed in a manner that ensures adequate security
- You must
 - not keep personal data longer than necessary
 - securely destroy old data
 - Not share data with anyone else for any reason
- Members
 - Must be informed what their data is used for
 - Can restrict what we use it for
 - Can restrict who we share the data with
 - Can request access to their data at any time
 - Can request to deletion of or that changes are made to their data
 - We must respond such requests within 1 calendar month
- The Club
 - must notify the regulator of breaches – ie any failure of the above within 72 hrs
 - must have procedures and training to demonstrate compliance ie maintain records



I have read and understood "Training information for Data Protection and Privacy Policy Data 2018"

Please complete and return this slip to Welfare Officer

Print _____ Sign _____ Date _____