

BELVOIR CC –DATA PROTECTION ACT - CLUB POLICY

INTRODUCTION

In order to function as a club Belvoir CC must maintain lists of members' personal details (MPD). The security of this data is important.

The Data Protection Act (DPA) stipulates how this data must be handled. The principles of the DPA are listed in Annex A. In summary MPD:

Can only be used for the cricket club purposes*

Must not be disclosed to any agency outside the club other than:

- a. The County Welfare Officer**
- b. League Registration Officials ***

Must be protected from accidental disclosure

Must be destroyed/deleted when no longer required.

POLICY

*** Purposes.** The club will only hold MPD for the purpose of administrating the club's affairs. Access will be limited to those officials with a need to know. The purposes are restricted to:

Recording club membership.

Team selection.

Committee administration.

Training organisation.

Welfare matters.

Subscription and match tax collection.

Club fundraising.

Club social activities.

Member's Awareness. The club's principle source of MPD is the club membership form. This must include a signature box citing data protection as follows:

Data Protection:

Please note that the details supplied will be stored electronically. Only Belvoir Cricket Club administrators will have access to this information and it will not be passed to any third parties.

Limitation of Data. Only such personal data as is necessary shall be held. The club committee deem that the information provided on the various membership forms is sufficient, see Annex B.

Obsolescent Data. MPD for members who have not re-joined the club by 1 September of a current season or officially resign their membership is to be deleted as soon after that date as possible.

Data. The following list/spreadsheets may be held:

Membership Forms. However collected, these are to be passed to the Secretary as soon as possible. They will be held for the year in question and then destroyed.

Master Membership Spreadsheet. The Club Secretary transfers the MPD from the membership forms to a master Excel spreadsheet. The Club Welfare Officer (CWO) is to liaise with the Secretary so that he has an up-to-date copy of the master membership spreadsheet.

Treasurer. The Club Treasurer may also hold a copy for the purposes of subscription and match tax administration.

Sub-sets of the Master Membership Spreadsheet. The CWO will prepare sub-sets of the information allocating junior members to their appropriate age group in separate Excel sheets. He will distribute single sheets by Excel file as necessary to the club coaches and junior team managers. He will also compile a list of juniors who have registered to take part in open-age matches and provide an Excel file to the senior team captains.

Captains. Captains will maintain their own lists of players with their telephone numbers and e-mail contacts required for selection and notification purposes. Only a single Excel file is to be held on their personal computer or other device.

Coaches and Managers of Junior Sides. Coaches and Managers will maintain their own lists of players with their telephone numbers and e-mail contacts required for selection and notification purposes. Only a single Excel file is to be held on their personal computer or other device.

Committee Administration. The Secretary will maintain a list of committee members and their contact details. This will be distributed to all committee members.

**** DBS Details.** The CWO will maintain a list of club members requiring DBS clearance. As part of the safeguarding process he will share this information with the County Welfare Officer who has his own data protection policy.

***** League Registrations.** The club provides the minimum MPD to various cricket league authorities for player registration who have their own data protection policies.

200 Club. The Club has a 200 Club and the administrator keeps a separate list of names and addresses of the entrants.

Data Security.

Computer Stored MPD. Any computer stored MPD held by any club member is to be password protected. If transferred electronically, any e-mail and its attachment

are to be deleted after the MPD is downloaded. Only the latest version of any MPD is to be kept. All previous versions are to be deleted.

Hard Copy. Any printed copy containing MPD is to be kept securely and all reasonable precautions taken to avoid unnecessary disclosure. It is to be destroyed after use.

ANNEX A

THE PRINCIPLES OF DATA PROTECTION (Under the Data Protection Act)

Member's personal data shall be:

Processed fairly and lawfully.

Obtained only for one or more specified and lawful purposes

Adequate, relevant and not excessive in relation to the purpose.

Accurate

Kept for no longer than is necessary for the purpose.

Processed in accordance with the rights of data subjects under the DPA.

Protected by appropriate technical and organisational measures against unauthorised or unlawful processing of personal data.

ANNEX B

INFORMATION ON MEMBERSHIP FORMS

Information required on the membership forms will be limited to:

Name
Address
Telephone numbers
E-mail address
Date-of-birth and
Occupation
Nationality

In the case of juniors, parental information and emergency contact numbers are included and, where relevant, some limited medical information.