

BLAGDON CRICKET CLUB

May 2018

DATA PROTECTION POLICY

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

Each sports club that processes personal data must register with the Information Commissioners office each year, unless they are exempt

Blagdon CC only processes personal data for “domestic or recreational reasons” and are therefore exempt from registration. However, it is important that Blagdon CC still adhere to the principles of the Data Protection Act (DPA) and understand best practice for managing information.

We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting our legal obligations as laid down by the Data Protection Act 1998
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all club officers are made aware of good practice in data protection
- Providing adequate training for all staff responsible for personal data
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club

Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Policy into practice

- 1) A password protected spreadsheet acting as a Master Record will be maintained and administered by the Secretary or an Officer appointed by the General Committee and recorded in the minutes.
- 2) The Master Record will be reviewed by the Secretary or nominated Officer every year before the AGM. Players or members who have left the club will have their records removed from the Master Record after 3 years of inactivity.
- 3) The Master Record will be divided into the following lists:
 - i. **Player Contacts.** Detailing names, telephone numbers and email addresses. To be administered by captains, fixture secretary and Secretary.
 - ii. **Vice Presidents and Life Members.** Detailing names, home addresses, telephone numbers and email addresses. To be administered by the Secretary and Chairman.
 - iii. **Extraneous Lists.** There may be occasions when other lists need to be formed from the Master Record. The Chairman must agree the creation of the list, who controls the list and a date set for its deletion.
- 4) Any list will be deleted by any retiring Officers of the club before or at the AGM, including any records held on mobile devices.
- 5) Annually, the Secretary will ensure appointed Officers will sign a copy of this policy before assuming their position. Failure to sign the Policy will mean the appointed officer will not be able to hold the said position.

- 6) All Officers of the club must have an email address that can be put on the Play-Cricket website to allow the B&D email communication.
- 7) The administration of the Blagdon Cricket Club and Play-Cricket websites will be overseen by an Officer nominated by the General Committee and who will give the following access for the season:
 - i. **Chairman** – Main Administrator
 - ii. **Secretary** – Main Administrator
 - iii. **Treasurer** – Main Administrator
 - iv. **Fixture Secretary** – Fixtures Administrator
 - v. **Captains and Vice Captains** – Results Administrators

Other administration rights will can be allocated, as necessary, after agreement with the Chairman.