



Clonduff GAA Club Data Protection Policy

Club Database Guidelines

The club complies with the requirements of the Data Protection Act 1998 and will embrace the new GDPR which is coming into effect in May 2018 with regard to the collection, storage, processing and disclosure of personal information and it is committed to upholding the Act's core Data Protection principles.

The club strives to ensure that it keeps a comprehensive data of all its members. The club should ensure that it stores information on the following groups within the club:

Playing / Non-Playing Members

The information that should be stored on all non-playing members is as follows:

- Names
- Address
- DOB
- Occupation
- Home Tel Number
- Work Tel Number
- Mobile Number
- Special Medical Conditions
- Parents'/Guardians' contact details (for underage)

Club Officials

Information is stored on all club officials, both Executive Committee and all sub-committee members. The information stored is followed:

- Name
- Address
- DOB
- Occupation
- Role within club
- Home Tel Number
- Work Tel Number
- Mobile Number
- Special Medical Conditions
- Administration Courses Attended

Club Coaches

The information that should be stored on club coaches/volunteers is as follows:

- Name
- Address
- DOB
- Occupation
- Home Tel Number
- Work Tel Number
- Mobile Number
- Special Medical Conditions
- Actively Coaching?
- Team Coached
- Coaching Qualifications and Dates Achieved.
- Ulster Council and CPD Qualifications
- Child Protection Qualifications
- First Aid Qualifications
- Other relevant qualifications (and dates)

Storage

All hard copies of sensitive and other Clonduff Club documents will be stored in the fire-proof filing cabinet with two key-holders. Sensitive information will not be stored on Computer hard drives.

Commitment

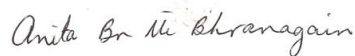
Clonduff GAA Club will only use the information collected for the purposes of Clonduff GAA Club and for the purpose intended. Information collected will not be passed to any other organisation for commercial purposes.

Signed (Cathaoirleach)



Date: 28/03/2017

Signed (Rúnaí)



Date: 28/03/2017