



Exeter City Korfball Club

Data Protection Policy

Privacy

The privacy of all members of Exeter City Korfball Club is protected under the Data Protection Act 1988.

A club member is defined as per the definition in the Exeter City Korfball Club Constitution. Data collected from the club membership form and Fixtures Live registration form will only be used to:

- register members with the England Korfball Association and Fixtures Live as members and/or players of Exeter City Korfball Club
- communicate information regarding match details, tournament details and social events involving and affecting members of Exeter City Korfball Club
- Contact next of kin in the event of an emergency (this will only take place where a member has supplied the relevant information to the club)

Sensitive personal data such as medical conditions disclosed on the club membership form will only be known by the coaching team and will only be disclosed to first aiders or healthcare professionals in the event of a medical emergency. Ethnicity data is only collected for EKA/Fixture Live registration purposes and is not held separately by the club.

Any raw data (collected from paper or electronic membership forms) is transferred to the Fixtures Live system or Membership Details spreadsheet. The original forms may be kept for the duration of the current playing season but will then be destroyed.

Personal data will only be held by the club whilst a player is a member. Data will be deleted from the Membership Details spreadsheet when a player:

- notifies the club that they no longer wish to be a member of Exeter City Korfball Club
- requests a transfer to another Korfball club

It is the responsibility of the member to notify the Secretary of Exeter City Korfball Club in either of these instances or if any information required by the club changes.

Where a player ceases to become a member of Exeter City Korfball Club but does not actually notify the club that they are leaving, their data will be deleted from the Membership Details spreadsheet at the end of the subsequent September membership renewal period.

Fixtures Live data

When a player notifies the club that they no longer wish to be a member, they will be asked whether they wish to be transferred straight away to another club on the Fixtures Live system or have their status amended to be an 'ex-player' on the Fixtures Live system and an explanation of the implications of these options will be given. Having a status of 'ex-player'

does not remove that person's historical match statistics from the Fixtures Live system but club members with administrator rights will no longer have access to their personal details.

Where a player ceases to become a member of Exeter City Korfbal Club but does not actually notify the club that they are leaving, their Fixtures Live registration will be changed to 'ex-player' at the end of the subsequent September membership renewal period.


Data available to club volunteers and officials

A register of all current members will be held in spreadsheet form by the Exeter City Korfbal Club committee so that a summary of all members' contact details and EKA affiliation numbers can be kept in one place. This is known as the 'Membership Details spreadsheet'. Within this register, any club roles or qualifications held by individual members e.g. committee role, shot clock operator, referee, first aider etc will also be recorded. This register will be held on a club Google Drive account and the register will be password protected (a different password will be required to access the Google Drive account). The only data not held in this spreadsheet will be any medical data disclosed by members through the annual club membership form. This data will be kept separately, will be password protected and will only be shared with the coaching team by the Head coach.

All passwords relating to ECKC documents and electronic storage systems must be changed annually by the new committee as a minimum to ensure only current and relevant personnel have access to these documents.

No information about club members, coaches or officials, including their identity, should be given to any person or agency outside of the club of the individual, unless there is a legal requirement to do so.

Volunteers should not during their time with the club or after leaving the club, use or disclose any confidential information about a club member, coach, official or volunteer.

Signed:  (Club Chair)

Date: 01 December 2016

Date of last policy review: 01 December 2016