

Eastcote Hockey and Badminton Club Ltd

Clubhouse & Grounds
Kings College Road
Ruislip
Middlesex
HA4 7JZ

Tel: 01895 634268

Affiliated to England Hockey
Middlesex Hockey Association

Founded 1956

Website www.eastcotehockeyclub.com

Please reply to:



Eastcote Hockey & Badminton Club – Personal Data Policy

For the attention of all Club Officials and Members to implement:

The General Data Protection Regulations (GDPR) came into effect on 25 May 2018 and are updated rules governing the privacy and security of personal data.

Anyone processing personal data needs to be aware of the following:

- Data must be collected transparently and for a legitimate reason
- Data must be relevant and kept accurate and up to date. Avoid duplicating data, for example holding multiple lists of data.
- Data must only be kept for as long as it's necessary. Ensure data that is no longer required is disposed of appropriately. This includes paper and electronic records.
- Data must be kept securely and protected from theft and destruction.
 - For electronic data, ensure devices have up to date anti-virus and malware protection and consider password protecting data.
 - Mobile devices should be password protected.
 - Any lists on paper should be stored safely, for example in locked filing cabinets. Any lists held at training sessions or competitions must be stored safely and should only contain basic data required such as emergency contact information
 - Don't carry data on memory sticks
 - Ensure electronic data is backed up in the event of hardware failure.
 - Do not pass on any data to anybody within the Club or outside when requested unless it is within the Club guidelines. If you are unsure of any such requests, these should be forwarded to Rob Riddleston, the Club's Data Protection Lead.

With our thanks for the immediate implementation of this policy.

The Management Committee

24th September 2018