



Data Protection Policy



Club Database Guidelines

The club complies with the requirements of the Data Protection Act 1998 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 playing / non-playing members is as follows:

- Name
- Address
- DOB
- Occupation
- Home Tel / 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 / Mobile Number
- Special Medical Conditions
- Administration Courses Attended

Club Coaches

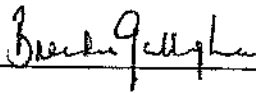
The information that should be stored on club coaches/volunteers is as follows:

- Name
- Address
- DOB

- Occupation
- Home Tel / 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)

End

Signed
Secretary



Signed
Chairman

