Chinnor RFC Volunteer GDPR Compliance 1st Draft 23/04/18

As an approved volunteer of Chinnor RFC you may from time to time be in possession of personal information about club members and others. The following are the rules laid down by Chinnor RFC to protect that personal information under UK Data Protection legislation and the GDPR regulation that came into place in May 2018.

Chinnor RFC is a registered Data Controller with the Information Commissioners Office under the Data Protection Act. A copy of the club’s Privacy Notice will have accompanied this compliance acceptance form.

As a volunteer you are required to adhere to these rules when using such information.

* The data you are in possession of must be truly secure. This can be kept on a laptop hard drive but should not be kept in ways that can be easily lost or stolen e.g. on paper or data sticks.

Data kept on computers must be password protected or the computer storage must be encrypted. All computers should have up to date anti-virus software.

* The data you are in possession of must be viewed only by those who really need to view it
* The data you are in possession of may only be used for the purposes prescribed by the club and the role you perform on behalf of the club
* When you are required to distribute personal data it must be limited to what is needed. For example:
	+ A team sheet should only include the players name and no other personal information
	+ Group emails should be created in ‘blind copy’ format
* You are required to ensure the data you are in possession of is accurate and kept in a such a way that it is easily amended if incorrect
* The data in your possession should be kept up to date on both your own computer and the clubs cloud storage.
* The data you are in possession of should only kept for only as long as it is needed. As a minimum it should be cleansed before the start of each season and any necessary personal information deleted or destroyed. This includes computer storage and any paper records
* The data you are in possession of should be available to be seen by its owner on request. Any data subject requests should be directed in the first instance to the club’s General Manager.
* The data you are in possession of should not be shared with 3rd Parties without the approval of the nominated representative of the board of Chinnor RFC, currently Mike Hughes (mjwhughes@gmail.com).

I have read, understand and agree to adhere to the rules outlined above.

NAME:

SIGNED:---------------------------------------------------- DATE:----------------------

ROLE AT CHINNOR RFC:……………………………………………………………………………………………………….

**Please return this sheet when signed to the Club Secretary, Chinnor RFC, Rectory Pavilion, Kinsgey Road, Thame, OXON**