



## Data Protection Guidelines for Clubs - 25th May 2021

The Data Protection Act 2018 defines how organisations should collect and use personal data. This document provides guidelines for clubs on how they should comply with this act.

Clubs need to publish (eg on notice board or website) their own Data Protection Policy which states:

1. What personal contact details are held for members, potential members and others, eg hall caretakers. Separate lists may be maintained for different purposes.
2. That the information is freely given - eg via a membership form or book
3. Who holds this information - eg Club Committee
4. How the information is used - eg to inform members and potential members about club, area and NAFAS related activities
5. That individuals may ask what information is held about them and request that their data be removed
6. That personal data will not be passed on to outside organisations
7. That bulk emails will be sent with recipients in the Blind Copy (**BCC**) box rather than the **TO** box.

If clubs have a Facebook page or website containing personal contact details then specific permission must be held from that person.

The published policy must be reviewed annually.

Clubs may wish, but are not obliged, to get their members to sign a permission form. NAFAS have suggested a possible club permission statement as:

*I agree that the committee of ..... club may hold my personal data, by automated or other than automated means, for the purpose of communication of Club and Area matters. This information may be held for a period of no more than three years and will be deleted if I am no longer a member of the Club or request that the details be deleted.*

*Name (printed) ..... Signature ..... Date .....*