**Kidlington Kites Netball**

**Data Protection Guidelines for Club Officials and Team Managers**

1. Club Committee

The Chair, Membership Secretary, Affiliations Secretary and Treasurer all have Admin access to all club member data on the system. This is to be used for the purpose of checking member details as needed to adminster their membership and affiliation.

The member export functionality should only be used by the Membership Secretary, as this pushes all data into excel. Member lists in excel will be saved with password protection, and any email of the list should send the password separately to those that need to open the document. All sensitive data must be deleted before any data is passed to other committee members. Any locally held copy will be destroyed after use.

1. Membership Processing  
     
   New member forms will be passed to the Membership Secretary for processing. Once processed, forms will be securely disposed.  
     
   Once annually, we will mail all club members a reminder of the data we hold and request they log in to update any details that have changed.  
     
   If sensitive data on a member’s health or learning ability is provided this will be discussed only with the coach for that member to ensure adequate provision is made to meet the member’s health or learning needs.  
     
   When a player leaves the club their record is archived and any personal details are cleared, unless the departure is only temporary, in which case the data is only archived.
2. Affiliation Processing  
     
   New EN Affiliations will be passed to the Affiliations Secretary for processing. Onces processed, forms will be securely disposed.
3. Payment Handling  
     
   Payments are made by cheque or bank transfer so we do not hold any payment information on members. If exemptions are granted due to difficult circumstances this will not be recorded on the member’s record in any way.
4. Team Coaches and Managers

Wherever possible the website should be used to access contact details (if required) for any team member. Team managers only have access to the data on members of the team they manage and must commit to keep any information on the players confidential.

If access to the website is not always possible it is acceptable to carry a list of names and emergency contact numbers with your kit, or to add them to your personal contact list. Please remove these when no longer needed.  
  
On ceasing mangagement of a team all admin rights to the database will be removed.

6) General

Data will only be exchanged or used within the club for the purpose of providing safe and appropriate sessions and general administration of the club or regional or national netball membership.

No one will pass a member’s details on to anyone outside the officials of the club (committee members, team managers, and coaches) without permission, except in the case of an emergency.

Please refer to the Club’s Privacy Policy for more details