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Club Logo
here

Sample Data Protection Policy Season 2023–2024

GDPR – Data Protection Commitment

[Club Name] will endeavour to safeguard all member data and restrict its use to the management of the [Club Name] and its members. We further commit to not using our members data to send marketing information about other members and sponsors.

Members will only receive contact from [Club Name] for the purposes of providing information about [Club Name] activities and International Ticket Sales and will be limited to phone, post, email and social media, where the member has joined a closed group. [include any further contact if applicable]

Details of the [Club Name] Privacy policy can be found on the website or via the link [include your clubs hyperlink to your privacy policy]

Data collection

Data will be collected at the point of membership renewal or joining. Members will be asked to provide personal details including any medical issues that are relevant to their membership of [Club Name]

The membership form allows the member to opt in to receiving information from the club via the following means:

- Phone
- Post
- Email
- Social media – where the member is a member of a [Club Name] closed group.

Member's data is kept for the duration of the person's membership and will continue to be held electronically on the RFU's Game Management System. This system is a password protected player and members management system.

All other records of a past members data will be deleted at the end of the departing season.

Details of the RFU's privacy policy and data protection policies can be found by clicking here or on www.englandrugby.com/about-the-rfu/privacy-policy/

Data records

All members and players are managed on the ground by team managers who for the administration of the game and for the safety of the players must keep personal data.

All such lists and records are protected to maintain the member's privacy.

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Members who would like further details on this should contact either the [Club Name] Honorary Secretary or the [Club Name] Data Protection Officer (details below) for information on where and why their personal data is being held.

A full list of data that is held on records can be obtained from the [Club Name] Honorary Secretary or the [Club Name] Data Protection Officer.

How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:
 - taking payments;
 - communicating with you;
 - providing and arranging the delivery or other provision of products, prizes or services;
- As required by [Club Name] to conduct our business and pursue our legitimate interests, in particular:
 - we will use your information to manage and administer your membership and your involvement with its teams and clubs, and to keep in contact with you for these purposes;
 - we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;

Loss of Data Procedure

In the event of a reported loss of data [Club Name] must act to limit the loss and to ascertain the nature of the data and its contents.

A collation and report of the lost data should be completed and notified to the [Club Name] Committee via the [Club Name] Honorary Secretary.

Following consultation with the [Club Name] Data Officer, the member's affected should be notified.

Ends October 2023



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For further information relating to good practice and data held by [Club Name] please visit :-

RFU GDPR Toolkit Guidelines

For detailed information including, what you need to know and practical steps go to :-

www.englandrugby.com/participation/running-your-club/legal-and-administration/data-protection

Data Lists and Records

Further information about the data held by [Club Name] can be obtained from the [Club Name] RFU Honorary Secretary.

Contact details

[Club Name] Honorary Secretary
[name] m: e:

[Club Name] Data Protection Officer
[Club Name] m: e:

[Club Name] Data Officer
[Club Name] m: e:

Dorset & Wilts RFU Data Protection Officer
Nicola Wallace-Walton m: 07771 985656 e: GDPR@dwrugby.co.uk