



## Dorset & Wilts Rugby Club GDPR – Check List

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### Annually

1. Agree a Data Protection Officer
2. Send the RFU Toolkit to all committee members and volunteer roles
3. Check and update your club's privacy policy for the club website
  - a. Create a page for this – or decide where to be included
  - b. Update and/or amend your club's data protection policy ( Sample included)
4. Obtain lists of data held from:
  - a. Section Managers
  - b. Coaches
  - c. Safeguarding
  - d. Volunteering roles ie.
    - i. First Aid Lead
    - ii. Volunteer Coordinator
    - iii. Club Coach Coordinator
    - iv. Referee Coordinator
5. Make an analysis of data and how it is secured.
6. Set processes in place to ensure future security if not in place.
7. Review the club's Mini & Youth consent forms
8. Analyse legitimacy of the need for some data held and where
9. Set time period to keep certain data – *communicate this to the specific volunteer roles.*
10. Set security parameters and ensure communicated
11. Set procedure to enable members to obtain information of their data held
12. Set a procedure to cover lost data
13. Notify members and managers of links to further information to assist with their understanding of Data Protection. – *See below links*

### Recommended Good Practice

1. Encourage your Managers to use GMS for contact with their players and player's parents.
2. Only download player details and medical information when going to matches.
3. Always keep this information secure while away from home.
4. Always destroy printed information securely when not required anymore.



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For further information relating to good practice and data held by clubs 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](http://www.englandrugby.com/participation/running-your-club/legal-and-administration/data-protection)

### **Data Lists and Records**

Further information about the data held by XXXX \*\* RFC can be obtained from the Honorary Secretary

### **Contact details**

Honorary Secretary,	m:	e:
Data Protection Officer	m:	e:
Data Officer	m:	e:

For help and advice:-

Dorset & Wilts RFU Data Protection Officer

Nicola Wallace-Walton m: 07771 985656 e: [GDPR@dwrugby.co.uk](mailto:GDPR@dwrugby.co.uk)

Dorset & Wilts RFU Data Officer

Dave Wookey m: 07850 625018 e: [rugbyadmin@djawltd.com](mailto:rugbyadmin@djawltd.com)

\*\* add your club name here

Ends October 2023