

Club name:	Westcliff Rugby Football Club	ICO Registration Number: (if applicable)	N/A
Main address:	Aviation Way Southwood-on-Loss Losee S99 BT1	Registration Expiry:	N/A
Contact for GDPR:	Richard Johnson	Last review date:	23rd May 2018
	Email address:		rd_john@bt.com

NOTE: Data will be subject to audit by the Data Officer, selected Volunteers from Westcliff Rugby Football Club, and representatives of the RFU and applicable legislative bodies.

ID	Data			Obtaining data			Data location			Data Sharing			Data Disposal				
	Type of data held (e.g. contact details, financial information)	Category of individuals (e.g. employees, customers, etc.)	Responsibility	Source	Legal basis for holding the data? (e.g. marketing provision of a service, employment contract)	How was consent gained? (if applicable)	Where is the data held?	Who has access?	Security controls in place	Which third parties is the data shared with? (if applicable)	How is the data transferred?	Is a contract in place?	Are they outside the EU / EEA? (Yes/No)	Retention period:	Disposal method:		
1	Organisation Registration	Name, address, contact details, employment details, NI number, and date of birth	Directors	Executive Committee	GMS on-line database e-mail	Legal Obligation & Legitimate interest	N/A	Non Secretary Computer	Directors	Password Protected	Company House eMARC RFU	e-mail On-line Post - recorded delivery	Yes	No	Whilst Active	Deletion and Shredding	
2	Membership Data Collection & Payment	Player name, date of birth, address, contact details, sex, ethnic origin, playing history & position, medical information, and School	Players	Membership Secretary	Membership Form RFU Registration Form	Legitimate interest	N/A	GMS on-line database	Membership Secretary, Club and Team Management, Safeguarding, Data Officer, and First Aiders	Secure Site provided by the RFU with individual password protection log in	RFU and RFU Constituent Body	RFU has access to GMS Database	RFU is the Governing Body	No	During Active membership + 1 year	Deletion from Device	
3		Name, relationship, address,DOB, and contact details	Parents	Membership Secretary	Membership Form RFU Registration Form	Legitimate interest	N/A	GMS on-line database	Membership Secretary, Club and Team Management, Safeguarding, Data Officer, and First Aiders	Secure Site provided by the RFU with individual password protection log in	RFU and RFU Constituent Body	RFU has access to GMS Database	RFU is the Governing Body	No	Active membership + 1 year	Deletion from Device	
4		Name, address, and contact details	Social Members	Membership Secretary	Membership form	Legitimate interest	N/A	GMS on-line database	Membership Secretary, Club and Team Management, Safeguarding, Data Officer, and First Aiders	Secure Site provided by the RFU with individual password protection log in	RFU and RFU Constituent Body	RFU has access to GMS Database	RFU is the Governing Body	No	Active membership + 1 year	Deletion from Device	
5		Bank Details	Members	Hon Treasurer	Standing Order Form	Fulfilling contract	N/A	Filed in a folder and kept at the home of the Hon Treasurer	Hon Treasurer	Secured in premises under lock and key	Club Bank	On-line forms	Yes	No	7 years	Documents are Shredded	
6	Volunteering	Name, address, contact details, qualifications, medical conditions, approval process, and voluntary work, referees, criminal convictions, social services risk level to children, previous disciplinary sanctions, and date of birth.	Volunteers	Safeguarding Officer	Volunteers Recruitment Application Form e-mail	Legitimate interest and Legal basis	Youth & Min's Chairman	Hard Copies of Application - Youth & Min's Chairman Club Safeguarding Officer	Hard copies are locked in a filing cabinet, within a locked home with burglar alarm	RFU Constituent Body (Disclosures (DBS))	Documents are scanned and sent via e-mail.	Yes	Yes	Data held until completion of approval process and applicants data is transferred on to the GMS system. Data on the GMS system is kept whilst active as a Volunteer (+ 3 years)	Deletion and Shredding		
7		Rugby Training Planning	Name, fitness, performance & positional information	Players	Age group/Team Management (Managers & Coaches)	Coaches notes	Legitimate interest	N/A	On a spreadsheet at the homes of the age group/team management team	Age group/team management	Soft Copy on password protected device with anti virus software	N/A	e-mail	No	No	Active Membership + 1 year	Deletion from Device
8	Medical Support	Medical data & Parents Contact	Players	Age group/Team First Aider	Membership Secretary Parents e-mail update	Legitimate interest and Legal basis	N/A	Document on device of First Aider & Team Management	First Aider & Age Group/Team Management	Soft Copy on password protected device with anti virus software	Other Clubs & Emergency Services (if required)	Verbally	No	No	Active Membership + 1 year	Deletion from Device	
9		Medical data & Parents Contact	Players	Physio	Age group/Team Management, Injury or Concussion Reporting Form	Physio notes are kept for tracking issues at the home of the Physio	Legitimate interest and Legal basis	N/A	Physio notes are kept for tracking issues at the home of the Physio	Physio Club Safeguarding Officer (CSO)	Documents are kept secure in both locations under lock and key in an alarmed building	Verifiably	e-mail	No	No	Physio notes 3 years and CSO until the immediate injury has been treated and, if permitted, at the end of the return to play process.	Documents are Shredded
10	Website	Name, Contact details, and Photo (only for those who want to be seen on the club website)	Volunteers	Data Officer	Volunteers Recruitment Application Form e-mail	Legitimate interest and Legal basis	Consent obtained by e-mail for contact information published on public domain section on website, or via Volunteer Form	Everybody	Password protection only exist for website amendments	DB	World Wide Web	No	Yes	Active Membership	Deletion from Device		
11	Offices Letter (Club news, events, and sponsors adverts)	e-mail address	Members	Publisher	Membership forms e-mails	Marketing and Legitimate interest	Membership forms e-mails	Lewis Harveys Personal Computer	Lewis Harvey	Password protection and anti virus software on device	none	Mail Chimp	yes	No	Until consent has been withdrawn, or membership has expired + 1 year	Deletion from Device	
12	Arranging Fixtures & Player Eligibility	Name & Contact Details	Volunteers	Future Secretary Team Manager/Coaches	GMS on-line database	Legitimate interest ad Contractual basis	N/A	GMS on-line database	Future Secretary, Club and Team Management, Safeguarding, Data Officer, and First Aiders	Secure Site provided by the RFU with individual password protection log in	RFU & Other Rugby Clubs	e-mail	RFU is the Governing Body	No	Active Membership of applicable Volunteer	Deletion from Device	
13		Name, Age, RFU Number, medical, and Photograph	Players	Team Manager	Team Manager	GMS on-line database	Legitimate interest ad Contractual basis	N/A	Team Managers home	Team Management	Lockable draw within a locked cabinet with team managers home	Other Clubs and Match and Tournament Organisers	RFU ID Card Tournament Team Registration Form	No	No	Active Membership + 6 months	Documents are shredded
14	Team Selection & Co-ordination	Name & Contact details	Parents (Adult)	Age group/Team Management (Managers & Coaches)	Parents (Youth & Min's)	Legitimate interest ad Contractual basis	Consent gained for optional data sharing methods. As age group Facebook are closed group consent is considered upon request to opt in by the data owner.	On a spreadsheet at the homes of the age group/team management team	Age Group/Team Management	Forward protection and anti virus software on device	Data transfer via optional methods are subject to data sharing as per the Facilities Privacy Policy	Optimal data sharing applications, will require direct contact/Agreement between all users and facilities	RFU e-mail & Trainer Via - Facebook & WhatsApp	No	Club 1 Season + 6 months	For Data held by the Club for this process the documents are deleted.	
15	Employment	Name, Contact Details, address, NI Number, References, and Bank Details	Non-playing employees	Hon Treasurer	Job Application	Fulfilling contract and Legal basis	N/A	Details are held on the Office Computer in the Office at the Club	Hon Treasurer Hon Secretary Bar Manager	The computer is kept in a locked office and is password protected and has anti virus software	EMARC	On-line forms via a program installed on the computer	Yes	No	Period of employment + 7 years	Records are deleted	
16	Hospitality Booking and Marketing	Name & Contact details	Venue hire	Bar Manager	e-mail e-form Telephone	Fulfilling contract	N/A	Inquiries and Bookings are entered into a booklet along with contact details which is kept in the Club Office	Bar Manager Lunch Organizer Executive Committee	The booklet is kept in a draw and sealed locked down within a secure building that is alarmed	N/A	N/A	N/A	No	On completion of contract or withdrawal of the invoice + 1 year	The Booklet is shredded	
17		Name & Contact details	Past Venue hire Members	Events Promoter	GMS Marketing List	Marketing	Membership forms e-mail e-form	On a spreadsheet on the Promoters and the Lunch Organisers Devices	Bar Manager Lunch Organizer Executive Committee	RFU protection and anti virus software on device	N/A	N/A	N/A	No	Until consent has been withdrawn	Delete Soft Copy	
18	Sponsorships & Donations	Name, Company Name, Address details	Sponsors	Hon Treasurer	e-mail	Contractual basis	N/A	Records kept on the home computer of the Hon Treasurer	Hon Treasurer	Password protection and anti virus software on device	EMARC	On-line forms via a program installed on the computer	Yes	No	Upon Completion of Sponsorship period + 7 years	Delete Soft Copy	
19		Name, Company Name, Address details	Donors	Hon Treasurer	e-mail GFI Aid Form	Legitimate interest	N/A	e-mail	Hard Copy GFI Aid Form	Hard copies are kept secure at the home of the Hon Treasurer under lock and key	EMARC (GFI Aid)	On-line forms via a program installed on the computer	Yes	No	Shield Hard Copy Delete Soft Copy		
20	Touring	Name, Address, emergency contact information of parents, nominated adult in charge of young person & phone number, medical information, dietary religious and cultural requirements.	Touring Part Adults and Children	Tour Manager	Tour Consent Form	Legitimate interest & Contractual basis	Tour Consent Form	Hard Copy - Tour Manager & Club Safeguarding Officer	Tour Manager Club Safeguarding Officer	Hard copies kept under lock & key	Soft copies password protection and anti virus software on device	Tour Organisers Accommodation Provider (proof of identity & age and for safety registers)	e-mail	Yes	No	Max 3 months after tour	Shield Hard Copy Delete Soft Copy
21		Additional information	Touring Party	Tour Manager	Tour Manager	e-mail	Legitimate interest & Contractual basis	Additional Information Request Form	Tour Managers Computer	Tour Manager Club Safeguarding Officer	Soft copies password protection and anti virus software on device	Tour Organisers Accommodation Provider (proof of identity & age and for safety registers)	e-mail	Yes	Some Cases	Max 3 months after tour	Delete Soft Copy
22	Discipline	Name, contact details, address and issue	Members	Disciplinary Chairman	e-mail Referee Report	Legitimate interest & Contractual basis	N/A	Soft copies are held on the computers of the Disciplinary Chairman and other Disciplinary Team Members. Hard Copy notes are taken by the the Disciplinary Team and the CSO (if involved) and kept in folders at home addresses. Soft reports are sent to the Executive Committee and kept on their own device.	Disciplinary Chairman Disciplinary Team Club Safeguarding Officer (CSO) Executive Committee	Hard Copies are kept secure at homes, under lock and key	RFU (if Serious)	e-mail	RFU is the Governing Body	No	During Active membership + 2 year	Shield Hard Copy Delete Soft Copy	
23	Building Security (Alarm Contact List & Key Holder List)	Name, Contact details.	Volunteers & Employees	Hon Secretary	GMS on-line database	Legitimate interest & Contractual basis	N/A	Key Holders Computer	Hon Secretary Exec. Committee	Soft copies password protection and anti virus software on device	Security Company	e-mail	Yes	No	Active Period	Delete Soft Copy	
24	Bar Services	Name, Address, Contact details, Photograph identity	Employee	Bar Manager	Job Application	Legitimate interest & Contractual basis	N/A	Details are held on the Office Computer in the Office at the Club	Hon Treasurer Hon Secretary Bar Manager	The computer is kept in a locked office and is password protected and has anti virus software	Cleaning Body	on-line form	Yes	No	Duration of Employment	Delete Soft Copy	
25	Insurance	Name and Contact details	Executive Committee	Hon Secretary	GMS on-line database	Legal basis	N/A	Hon Secretary Computer	Directors	Soft copies password protection and anti virus software on device	Insurance Company	On-line forms	Yes	No	Life	N/A	
26	Volunteer Training	Name and Contact details	Volunteer	Coach Co-ordinator	GMS on-line database	Legitimate interest	N/A	GMS on-line database	Future Secretary, Club and Team Management, Safeguarding, Data Officer, and First Aiders	Secure Site provided by the RFU with individual password protection log in	Training Provider	e-mail	Yes	No	Whilst Active + 1 year	Delete Soft Copy	
27	500 Club Draw	Name and Contact details	Members	500 Club Administrator	e-mail application	Contractual basis	Member will initiate process via an email application	The Administrators Computer	Administrator	Soft copies password protection and anti virus software on device	N/A	N/A	N/A	No	Whilst Active	Delete Soft Copy	
28	International Rugby Tickets	Name and Contact details	Members	International Ticket Administrator	GMS on-line database and e-mail	Contractual basis	Member will initiate process via an email application	The Administrators Computer	Administrator Executive Committee	Soft copies password protection and anti virus software on device	N/A	N/A	N/A	No	Whilst Active	Until Tickets have been distributed	