

# Cranbrook Sports Club

## Cranbrook Rugby Football Club

R.F.U.



K.R.F.U.

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### 3.15 DATA PROTECTION POLICY

The Data Protection Act 1998 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes. Any such information is confidential and needs to be treated with care to comply with this law.

**Cranbrook Rugby Football Club (Cranbrook Sports Club)** will collect and hold necessary data on:

- members of the club;
- players, parents of youth players and supporters who submit personal data;
- sponsors and business partners;
- referees and other officials.

Members will be made aware of the reasons why the Club requires personal information to be collected and will have consented to its collection and use.

***“CSC will use the personal information you provide in this form to administer your club membership. CSC will also need to share your details with the RFU when registering both senior and junior players with the RFU and when performing DBS checks for volunteers”***

Personal information relating to individuals will be fairly and lawfully processed and used in maintaining an accurate record of those associated with the Club. This information will only be used to support the effective management and administration of Cranbrook Rugby Club (Cranbrook Sports Club) and to maintain a members' database to be held on the RFU systems within the Game Management System (GMS) database for allowing communication with all members and affiliates and to allow access to any relevant medical information that may be required in the event of an emergency.

All personal data shall:

be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use.)

be held only for the specified purposes

be adequate, relevant but not excessive

be accurate and kept up to date.

be held for no longer than necessary

be accessible to data subjects.

be subject to appropriate security measures.

And will not be transferred outside the EEA (European Economic Area with includes the EU member states: Austria, Belgium, Denmark, Eire, Finland, France, Germany, Greece, Italy, Luxembourg, Netherlands, Portugal, Sweden & the UK as well as Iceland, Liechtenstein, Norway and Switzerland)