

EXAMPLE DATA INVENTORY FORM FOR CLUBS

Method of collecting personal data	What personal data is collected	Data Subject(s)	When is this data collected	Volume of Personal Data	Why is this data collected? (see notes section below *)	Where is data stored?	Security measures already taken?	Retention period and when are any updates carried out	Data Controller? Joint Data Controller? Data Processor? (see notes section below **)	Has a suitable privacy notice been issued?	Person responsible for handling data
1.Club Membership Form	Personal information requested from our members <ul style="list-style-type: none"> Name Address Date of birth Emergency contact name Emergency contact number x 2 Medical history / conditions that the club should be aware of Email address Parental consent (junior members) 	All members Parents/carers of junior members (u16 year olds)	When they join the club (anytime throughout the year)	100 club members plus any new that join	To be able to communicate with members regarding club matters (consent) To be able to submit the required personal information on grading sheets sent to the BJA to enable them to process gradings (consent) To be able to ensure the safest and most appropriate service to members by understanding any specific needs they may have or medical conditions that could affect their performance. To be able to use emergency contact information in emergency situations. (legitimate/consent)	In a club file that is the responsibility of the club head coach Club coach responsible for the security of the file during the session	Office where file located is kept locked	Held until the individual leaves the club when their record is then deleted Club request new form completion at the start of each year (January)	Data controller	Privacy notice is displayed on our club website and handed out along with our club membership forms	Club head coach or lead coach at session
Camera & Phone Images	Photos	Club members Club volunteers Parents	Throughout the year – continuously	100 club members max 5 volunteers 3 coaches Maximum	Club promotion & social media communications (consent)	Club laptop	Encrypted files Password protected laptop.	Permanent or until withdrawal of consent	Data controller	Privacy notice is displayed on our club website and handed out along with our club membership forms	Club Treasurer

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