



Walton Athletic Club Some Guidance for Volunteers For Data Protection

This note provides basic guidance on precautions to take when you handle personal data under Data Protection law. It applies to both personal data processed on computers (including emails) and to personal data held in manual files.

Personal data is information that relates to an identified or identifiable individual. What identifies an individual could be as simple as a name or a number or could include other identifiers or other factors. If it is possible to identify an individual directly from the information you are processing, then that information is likely to be personal data. Some data is particularly sensitive and extra care must be taken with that data.

When personal data is processed it is important that we ensure that it is accurate, relevant and not excessive in relation to our needs. Therefore there are some guidelines that must be followed:

- If you communicate by email regularly for the club you should use a **club allocated email account** for any email communications to and from athletes (or applicable their parents or guardians). This ensures that the personal data for the club purposes is not mixed with your own records and can therefore be easily deleted.
- It is recommended that all email addresses are deleted from your email accounts at least annually to ensure it is up to date with the membership and any changes are incorporated.
- Only use the personal data for the purposes for which you have been given it – i.e. in order to contact parents and athletes for the purposes of athletic meetings and training. **Do not use it for any other purpose.**
- Do not disclose any information about an individual to an external organisation without first checking that the individual consents to such disclosure.
- If you write about athletes ensure that you do not write any comment that is unfair or untrue and that you would not be able to defend if challenged. You must assume that anything that you write about a person will be seen by that person.
- Be really careful if you store personal data on your personal laptop. Always ensure your laptop is protected by suitable security measures to ensure that the data is protected.
- Apply password protection to computers, screensavers and documents. Any passwords on club allocated email accounts should be saved centrally and provided to the Chair of the Club who holds a central registry of passwords.
- If you print documents containing any personal data make sure that the printouts are kept securely and suitably shredded or disposed of confidentially, whether or not you consider it to be confidential.
- If a member or their parent (as applicable) leaves the club their data should be deleted from your system. You will be notified of changes to membership from time to time.
- If a member or their parent (as applicable) asks you to delete all their personal data from your system and stop contacting them please email info@waltonac.co.uk as soon as possible and delete all personal data records you hold for that member and/or parent.
- If you no longer volunteer for the club or otherwise leave the club you must delete all personal data from your personal computer/laptop and any other devices and confirm to the committee once this is done.

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