



Data Security Policy

- ✓ CADAC will use personal data only in connection with the activities relating to the effective running of the club.
- ✓ CADAC will request members to submit personal data to enable the club to operate effectively.
- ✓ Personal details will only be held on a limited number of storage devices or hard drives being used by a limited number of authorised committee members.
- ✓ All databases will be stored in Excel spreadsheet format and the spreadsheet will be password protected.
- ✓ Personal contact details e.g. email addresses and telephone numbers for Junior members will not be requested. Only parents' contact details will be collected and these will be the only points of contact. Contact will be via the appropriate Committee Member e.g. Junior Membership Officer, Membership Secretary or their representative and the Child Welfare Contact. One person having access will have attended a Child Protection course and have appropriate certification.
- ✓ Data submitted as part of the application process e.g. joining or re-joining in hard copy form will be disposed of appropriately and in a secure manner e.g. shredding, in June of the following year. Any other hard copy data will be held in a locked filing cabinet.
- ✓ Data from previous members will be used responsibly and also stored securely. We reserve the right to contact former members to update them on club membership and to promote possible membership i.e. re-joining.