



# Owen Roe O'Neill's SAC Leckpatrick



## **CLUB DATABASE GUIDELINES - DATA PROTECTION POLICY**

Owen Roe O'Neill's GAC, Leckpatrick shall comply with the requirements of the Data Protection Act 1998 with regard to the collection, storage, processing and disclosure of personal information and it is committed to upholding the Act's core Data Protection Principals.

The Club strives to ensure that it keeps a comprehensive database of all its members either on computer or otherwise. The Club should ensure that it stores information on the following groups within the Club:

### **Non-Playing Members**

The information that should be stored on all non-playing members is as follows:

- Names
- Address
- DOB
- Home Tel Number
- Mobile Number
- Special Medical Conditions

### **Playing Members**

There are separate tables set up for each of the different age groups within the Club for both the male and female sections of the Club (from U8 to Senior level). This should be done for all codes of player within the Club (Male and Female, Youth and Adult and so on).

This information that should be stored on all members is as follows:

- Names
- Address
- DOB
- School (if applicable)
- Home Tel Number
- Mobile Number (parents if U18)
- E mail address (parents if U18)
- Emergency Contact
- Special Medical Conditions
- Previous Sports Injuries
- Parents/Guardian name (if underage)





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### **Club Officials**

Information is stored on all Club officials, both Executive Committee and all sub-committee members. The information stored is followed:

- Name
- Address
- DOB
- Role within Club
- Home Tel Number
- Mobile Number
- E mail address
- Special Medical Conditions
- Administration Courses Attended

### **Club Coaches**

Information is stored on all coaches and volunteers, both actively coaching and no longer coaching within the Club.

The information that should be stored on Club coaches/ volunteers is as follows:

- Name
- Address
- DOB
- Occupation
- Home Tel Number
- Mobile Number
- Special Medical Conditions
- Actively Coaching?
- Team Coached
- Coaching Qualifications and Dates Achieved.
- Ulster Council and CPD Qualifications
- Child Protection Qualifications
- First Aid Qualifications
- Other relevant qualifications (and dates)