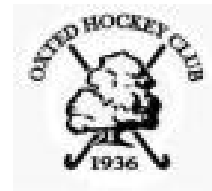


# OXTED HOCKEY CLUB



## Data Protection

Oxted hockey Club has a responsibility to protect the data belonging to Young People within the club. The club will adopt the following guidelines as good practice

- Young Persons data will be collected via the membership form.
- The detailed data will be held on a secure database accessed by a password. It will be held by the Junior Database Administrator, the Junior Co ordinator and the club's Welfare Officer.
- The detailed data will only be disclosed to others at their discretion and will not be general knowledge. An example would be if a junior was playing in a senior game.
- The Junior Co ordinator will bring the detailed data to training sessions but it will be locked inside a car parked by the pitch.
- Team managers will be given limited data on their specific team only. The data will include player's name, age, medical conditions identified by way of a key, parent's emergency contact phone numbers and parents email address.
- The attendance register will only include limited data through which it is possible to identify medical conditions by way of a key and only the parents/guardians emergency contact numbers. This will help prevent identification of a child by others.
- Ideally transfer of data will be done electronically to personal computers accessed by a password.
- Anyone handling this data has a responsibility to keep it secure.
- Once the data is collected any written records will be shredded.
- The data held on any young person will be removed if they do not renew their membership the following season.