

6 THINGS TO THINK ABOUT IF YOU ARE A SOCIAL CLUB OR ASSOCIATION

1

WHAT: What data do you hold on your members? Is it appropriate to hold the type of data that you do? A football club has no need to know a member's social security number, but they should be aware of any pre-existing medical conditions they may have.

2

PERMISSION: Do you send SMS text messages or emails to your members telling them about club events? Did you get their permission to use their contact information in this way? You need to demonstrate that your members have agreed to receive this type of communication.

3

STORAGE & SECURITY: Where and how is member's data stored, and who has access to this data? How often do you review access to ensure it is still appropriate. If a treasurer leaves, who is responsible for revoking their access?

4

YOUNG MEMBERS: Have you got members under the age of 13 years of age? If you are communicating with them through text or email or offering paid for services, you may need to consider getting parental consent.

5

CORRECTING ERRORS: Do you have mechanisms in place to correct any errors in their data that your members may request? You will need to ensure errors are corrected quickly.

6

ACCESS REQUESTS: If a member asks for a copy of the information you hold about them, will you be able to provide a copy within 4 weeks at no charge to the member?