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**Milton Football & Sports Club**

**Data Protection Policy**

Milton Football and Sports Club recognise that private and personal information is held by many officials within the Club e.g. name, address and date of birth of players registered, all of whom have a need and proper use of that information at varying times. Whilst legally speaking we do not have to follow the terms of the Data Protection Act as we are not a business and are not using it for selling/solicitation etc., we need to ensure that this information is stored and processed in a safe and proper way and is only used for the purposes it has been obtained for.

The basic outlines are as follows:

- Personal data is any information relating to any individual which is held (or intended to be held) in a computer or any other form of filing system.
- Information should only be obtained according to the specific reason it is required.
- It should only be processed for specific and compatible purposes.
- Only relevant information should be obtained and it should not be excessive.
- Records should be regularly updated. (6 monthly updates are ideal.)
- Information should be stored no longer than necessary.
- All information must be stored in a secure place. Storage on a computer does not warrant safe storage unless the computer is password protected. Filing cabinets should have keys and be kept locked with only essential personnel having use of the keys.
- Respect all private information as if it were your own.

This simple policy will become part of the Milton Club constitution and as such forms part of your agreement with the Club as a whole.