

## **Data Protection Procedures for Handling WADAC Members' Data**

**With the implementation of the new data protection law (GDPR) we are introducing the following procedures in accordance with advice from England Athletics:**

1. Access to the club membership database has been restricted to the chair, secretary, treasurer and email administrator and membership secretary.
2. Information for coaches and team managers can be provided via email, in password protected spreadsheets, or from a shared Dropbox folder, on request to the membership secretary, [membership@wadac.org.uk](mailto:membership@wadac.org.uk) .
3. Ad hoc enquiries about a particular athlete's data eg EA number, email address, should be sent to the membership secretary, [membership@wadac.org.uk](mailto:membership@wadac.org.uk) .
4. Wherever possible, emails to groups of members should be sent from the club database via the secretary or email administrator. This ensures that the information reaches the most up to date member list and takes account of any new joiners or leavers. To request a message to be sent to a particular group eg U15 boys, Vets, officials etc send your request to [memberemails@wadac.org.uk](mailto:memberemails@wadac.org.uk) .
5. If sending emails yourself to a training group or team please do so from your WADAC email account, if you have one. If you do not have one, contact [chair@wadac.org.uk](mailto:chair@wadac.org.uk) who will be able to organise this for you.
6. Coaches, or training group administrators, particularly those of junior athletes, are expected to keep a register of their athletes, including emergency contact details. This information must be kept secure at all times; hard copies must not be left lying around, soft copies must be password protected. No details may be shared with other parents or club members without the athlete's/parent's consent. The contact details must only be used for communicating about club events.
7. Many coaching groups have their own methods of communication eg; Teamer, Facebook, Whatsapp, group email or text messaging. These are considered to be private arrangements between members of the groups and not covered by the WADAC Data Protection and Privacy Policies.
8. Coaches, team managers, parent helpers and any other volunteers who have access to members' data must confirm that they have deleted the data when they cease to be a club volunteer with a need for the data.