**{Club Name}**

**DATA INVENTORY**

| **Method of collecting personal data** | **What personal data is collected** | **Data Subject(s)** | **When is this data collected** | **Volume of personal data** | **Why is this data collected?** | **Where is data stored?** | **Security measures already taken?** | **Retention period and when are any updates carried out** | **Data Controller? Joint Data Controller?**  **Data Processor?** | **Has a suitable Privacy Notice been issued?** | **Person responsible for handling data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club Membership Form | * Name * Address * Email address * Telephone number * Age | Individual Members of Club   * Officers * Members * Honorary Members * Selectors | Annually  When applying for Membership | Approximate  {xx}  members | To enable communicate with members regarding clubs matters  To enable the Selectors to communicate with members of Teams and Squads  To publish on the Club website {Club Website Address}  To enable members to communicate with each other | On a laptop  Paper Based Filing System | Laptop and files are password protected  Paper based Filing System is securely stored | A new form is completed by members on an annual basis  Obsolete contact details are deleted immediately | Club Data Protection Officer | Privacy Notices displayed on Clubs Notice Board, website and enclosed with Club Contact Details Form | Honorary Secretary  Match Secretary |
| Verbal and via email | * Name * Address * Email address * Telephone number * Age | * Officers * Members * Honorary Members * Selectors | Annually  When applying for Membership | Approximate {xx} members | To conduct the business of the Club  Selected information is placed on the Club Notice Board or website {website Address} | On a laptop  Paper Based Filing System | Laptop and files are password protected  Paper Based Filing System is securely stored | Obsolete contact details are deleted immediately  Annually or as and when required | Club Data Protection Officer | Privacy notices displayed on Clubs Notice Board, Website and provided to individuals | Honorary Secretary  Match Secretary |
| Camera and Photo Images | Photos | * Officers * Club or Team sides * Individual Players * Winners (Team or Individual) * Match Day * Special Events | Ad hoc basis throughout the year | Small | To use on Club Notice Board or website for publicity and recognition purposes | On a laptop  Paper Based Filing System | Laptop and files are password protected  Paper Based Filing System is securely stored | 1 year or until withdrawal of consent | Club Data Protection Officer | Privacy notices displayed on Club Notice Board, website and provided to individuals | Honorary Secretary |