**{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
 | AnnuallyWhen applying for Membership | Approximate{xx}members | To enable communicate with members regarding clubs mattersTo enable the Selectors to communicate with members of Teams and SquadsTo publish on the Club website {Club Website Address} To enable members to communicate with each other | On a laptopPaper 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 SecretaryMatch 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 ClubSelected information is placed on the Club Notice Board or website {website Address}  | On a laptopPaper Based Filing System | Laptop and files are password protectedPaper Based Filing System is securely stored | Obsolete contact details are deleted immediatelyAnnually or as and when required | Club Data Protection Officer | Privacy notices displayed on Clubs Notice Board, Website and provided to individuals | Honorary SecretaryMatch 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 laptopPaper Based Filing System | Laptop and files are password protectedPaper 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  |