LGFA Club Checklist

- **Privacy Statement:** Each club to have a privacy statement avilable to view on club notice board and / or on club website.

- **Data Minimisation:** Be sure that you are only collecting member or player or volunteer info that is needed. i.e *If you never send them a letter do you need their address?*

- **Data Accuracy:** Be sure that the infomation you collect is accurate and up to date? i.e *change of address, deceased.*

- **Retention Periods:** Decide how long you will keep personal data and be sure to destroy when that time is up. i.e *you are free to choose the timeframe as long as the informtion is necessary and has a purpose.*

- **Data Inventory:** Use the LGFA data inventory template and update it regulary. N.B *this will be a line of defense in your protection against claims.*

- **Security:** Ensure that only relevant and necessary people have access to personal data files.
    a) Digital Security: Ensure all digital files (for personal data) are on a encryted devise and password protected. N.B *Doing this will protect the club in the event that a laptop is stolen or lost.*
    b) Physical Security: Ensure all paper files (for personal data) are secured via locked doors, cabinets etc: N.B *Do not be negligent with sensitive information.*

- **Subject Access Requests:** In the event of someone wishing to access their personal data please refer the the LGFA S.A.R policy and / or please contact us. N.B *Available on the website. Please remember you only have one month to respond so act immediately.*

- **Data Breach:** In the event of a data breach (loss, destruction, alteration, unauthorised access / disclosure) please refer to the LGFA Data Breach policy and / or contact us. N.B *Available on the website. Please remember you only have 72 hours to notify the data protection commission so act immediately.*

- **Third party Processing:** If you use a third party to process any of your personal data a written agreement must be in place. Please contact the LGFA for assistance.

If your club has any major difficulties in providing any of the steps above please contact the LGFA's Data Protection Officer who will assist you in your pathway to compliance.