

Principles of Safe Data Storage



Data Protection Act (1998)

The Data Protection Act (DPA) 1998 places a number of obligations on organisations that process personal data. This guidance will help you collect and store the data in line with the key principles of the DPA. Compliance with the DPA is a legal requirement as using out of date or inaccurate data could result in complaints and failing to follow correct procedures when processing and storing information could lead to serious consequences.

This guidance refers to the use of emergency contact details such as full name, address, contact numbers and next of kin.

Club Membership Forms

It is important to inform individuals why you are collecting their personal data and obtain their consent to store it.

Member details should only be shared on a need to know basis for example; if an emergency occurs, contact details will be sourced. It is recommended that the number of club officials with access to the database is limited and to those only on a need to know basis.

Details should not be shared with third parties unless explicit consent is obtained. It is expected of organisations to use contact details for the purpose of distributing internal communications such as newsletters.

Storage

All personal data must be kept securely and should not be stored any longer than necessary. Organisations are under an obligation to ensure that appropriate measures are employed against unauthorised access, accidental loss, damage and destruction to data. This includes the use of password encrypted databases for digital storage and locked cabinets for those using paper forms.

Principles of the Data Protection Act 1998

Personal data shall be:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept longer than is necessary;
- Processed in line with your rights;
- Kept securely;
- Not transferred to other countries outside the European Economic Area (EEA) without adequate protection.

England Hockey has created a template club membership form for clubs to use to obtain individual member details. The template can be downloaded from the England Hockey website:

<http://www.englishockey.co.uk/page.asp?section=103§ionTitle=Templates+%26+Good+Practice>