



Introduction

The General Data Protection Regulation 2018 (GDPR) is the data protection law which replaces the Data Protection Act 1998. The law gives individuals greater control and protection over how their personal information is handled. The GDPR affects all organisations within the EU and this includes a football club.

This checklist is to guide a football club to take steps to be compliant with the GDPR. This checklist is not acting as a legal document, nor should it be considered an all-encompassing guide to achieve GDPR compliance. Further information about the GDPR can be found by visiting the Information Commissioner Office (ICO) website.

Governance

- The Board/Committee understands it is responsible for data protection for the club
- Data Protection for the club is a standing item on all Board/Committee meeting agendas
- The club have Nominated/Appointed a Data Protection Officer
- The club have a Data Protection Policy adopted by the Board/Committee
- The club have communicated the Data Protection Policy to all officials, staff and members
- The club has provided data protection training to all officials, staff, and members so that they understand how to handle personal data

Activity

- The club has a record of all the personal data it handles
- The club has reviewed, updated, and communicated Privacy Notice(s) and Privacy Statement(s)
- The club informs people about how we are going to use their personal information
- When players register, the club make them aware of the privacy notice
- The club communicates changes that affect the use of personal data
- The club limits information collected to only what is needed
- The club keeps personal data accurate and up to date
- The club has a record of consent capture where applicable
- The club knows how to handle a subject access

Data sharing and access

The club is transparent about who has access to data

Measures are in place which restrict data access to specific staff, volunteers, etc.

Personal data is used for club purposes unless the individual has agreed otherwise

The club has permission from club officials for their names and contact details to be made publicly available and the officials have been informed accordingly

Data is not shared with any third Party unless the individual is informed and/or agreed for it to be

Retention

The club knows how long it is entitled to store members' information

The club keeps data only for the specific time period needed

The club have processes in place to delete/dispose data which is no longer needed

Technology

The club use security measures such as encryption, password protection, etc when sending personal information via email

When sending group emails, the club uses bcc

All data is securely stored (paper and electronic)

- Electronically within devices, computers, etc password protected
- Physically with regards to paper records stored in locked cabinets

The club has completed a data protection impact assessment for any process or systems which captures a large amount of personal data

All activity which handles personal data has privacy by design built in

Safeguarding and children's data

The club can verify individual's ages and identify children for specific consent

When mentioning a child or using a child's image on Social Media the club has consent from Parents/Guardians to do so

Breach Notification

A breach notification procedure is in place which acknowledges the club has a duty to notify the data protection authority (ICO) of a breach within 72 hours

A breach notification procedure is in place to inform the Irish FA as soon as the club learns a breach may have occurred