

SOUTHEND JUDO CLUB - DATA INVENTORY (2018)
ASSESSING THE INFORMATION YOU HOLD, WHERE IT IS AND WHO HANDLES IT.



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 Date of Birth Phone Number (Mobile/Home) E-mail address Emergency Contacts (x2) Surgery Name Medical information that club should be aware of For Junior Members: School attending Parental consent	All Club Members Parents/Guardians / Carers of Junior Members (u16)	When they join the club	Approximately 70 members plus any new that join	To be able to communicate with members regarding club matters To be able to submit the required personal information on grading sheets sent to BJA to enable them to process gradings To be able to ensure the safest and most appropriate service to members by understanding any specific needs they may have or medical conditions that could affect their performance To be able to use emergency contact information in emergency situations For Juniors to understand how junior members are spread across local schools	Club Membership Forms are available to Coach at each session Information is uploaded onto Southend Judo Club Google account	Membership forms are only available to coaches and never left unattended Google account is password protected and only Chair and Secretary have password	Held until the individual leaves the club when their records are deleted Parents/members are expected to update club when changing address or contact number	Data Controller: Chair	Yes, Privacy Notice is displayed on our club website	Club Head Coach or lead coach at session