



Tankerton Data Guidelines

The following guidance is provided not as an obstacle but to support clubs to manage their GDPR and Safeguarding responsibilities effectively. It aims to ensure children, young people, coaches, referees and adults in a position of trust are not subjected to improper online behaviour or improper allegations. Clubs should appoint appropriate adults to manage the clubs databases. They should have an understanding of both the technology used, GDPR rules and regulations and of safeguarding. It would be expected that the named individual(s) will have attended The FAs Safeguarding Children Workshop. This person or persons would be responsible to managing the database and make sure it follows GDPR regulations and FA safeguarding policies. This individual/s will manage the clubs email accounts as well as the club databases via Mailchimp. This will be included updating clubs coaches form and the clubs player registration forms each year.

Tankerton Database Roles and Responsibilities

- Club Secretaries will manage the databases on Mailchimp
- Club Secretaries and Simon Hodges to be responsible to creating clubs distribution lists (such as Managers, Trustees, Executive mailing lists)
- Club Secretaries make sure everyone within Tankerton knows who is responsible for these lists and how to contact them secretary@tankertonfc.co.uk
- Make sure all information is secure, making sure it follows the clubs GDPR guidelines on the following page:
http://www.tankertonfc.com/images/pdf/Tankerton_FC_GDPR_Policy_August_2019.pdf
- If data is to be sent please make sure it is protected and locked with a password sent on separated email