

GDPR data inventory for clubs – Registry of Systems

Club name: **Castleford Tigers Supporters Club**

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Under the new principle of data accountability, clubs need to be able to demonstrate their compliance with the GDPR. This requires you to maintain records of what personal data your club holds, who has access to it and how it is securely stored. Completing this table is not a legal requirement but it is designed to be a useful tool to help pull together your club's privacy notice, to consider whether your current practices are secure and to put in place actions to improve your processes. You may wish to retain this document for reference and evidence of due diligence and review it on an annual basis.

| Type of personal data | Location of data | Who has access to the data | Level of security | Data retention period |
|---|--|--|--|--|
| <i>Name of each member, address and town of residence, Email address, date of birth</i> | <i>Computer database or spreadsheet,</i> | <i>Committee member responsible for Membership</i> | <i>Password-protected computer, encrypted documents, locked filing cabinet</i> | <i>Two years after relationship ends (cancellation of membership)</i> |
| <i>Name of each supplier of services / donor to the CTSC</i> | <i>Computer database or spreadsheet,</i> | <i>Committee member responsible for Accounts</i> | <i>Password-protected computer, encrypted documents, locked filing cabinet</i> | <i>Two years after relationship ends (company / individual no longer used)</i> |
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