

## **GDPR Club BULLETIN no 1 sent 3 May 2018**

Dear Club Secretary,

This message is sent to all affiliated SBU club secretaries.

It is important and relates to preparations that clubs need to take regarding their legal obligations - as defined by GDPR.

Club secretaries are strongly advised to bring the matter of GDPR to the formal attention of their club committee including all officers, because it affects the clubs and their members, whether they are large or small.

To guide you through the various steps that need to be taken I have created a GDPR section in the SBU website. Look for the big blue button on the front page. There will be no GDPR advice or guidance on MEMPAD since although MEMPAD is affected, the impact is much broader.

For now, clubs' priorities should be ...

### **A) Know your data.**

Except that although you have data relating to your members, it is NOT your data, it belongs to the player. So, each club has to look carefully at what data it holds that identify in whatever way their members and decide whether it is really necessary for the functioning of your club. Do try very much to minimise what you hold and delete what you do not need – be ruthless, the less you hold, the less you have to keep up-to-date, the less you have to worry about.

### **B) Decide your Data Privacy policy.**

A model template is provided. It will probably satisfy the needs of the vast majority of clubs. Hopefully you will tell me if I have missed something. If you find the template satisfies your needs, then use it after customising it for your club name, website, etc.

### **C) Make sure that the data you hold is up-to-date.**

This is one of the 'new' responsibilities imposed by the legislation. If you hold personal data it must be maintained accurately. Naturally for new members you have a clean sheet, a model template is provided for aspiring members. One way of ensuring that present member data is correct is to ask every member to resubmit their data, and this can be done using the new member template (with suitable tweaks) downloadable from the SBU website – see the specific guidance provided.

Oddly enough the GDPR will create even more need for having accurate email addresses on file. If we had to keep only one piece of data about a member, then that data element would have to be their email address. The thought of having to write and send letters to members, is just beyond the pale.

There are other things to do, but these are the main areas to concentrate on just now. The legislation becomes effective 25 May 2018. I would not expect any immediate legal difficulties, but your club members from that date have a right to know what you are doing

with THEIR data, hence the focus on these the three priorities listed above. Your members will be entitled to ask your club committee what your preparations are, best be prepared.

The GDPR section of the website will be open to all, and useful material will be added regularly during the month of May. Please visit regularly to ensure you are up-to-date.

Queries, comments – please send an email to me at [membership@sbu.org.uk](mailto:membership@sbu.org.uk)

Thank you.

Bill Whyte  
SBU Member Services

[membership@sbu.org.uk/](mailto:membership@sbu.org.uk)