



## Tornadoes K.C.A. GDPR (General Data Protection Regulation)

Below is a high level data audit to see what data TKCA hold, and what we do with that data.

### What data do we collect?

#### TKCA Data

Names, Players/parents/Guardians email addresses, social media posts, Parents/players/Guardians Contact Numbers, Parents/Players addresses, Players Doctors details, Players DOB, Medical details for the players, Players Emergency contact numbers

### Where do we store the data?

Playwaze Database (External), EKA , Managers folders, KKA CPO, TKCA email.

### How do we protect and document the data we have?

Emails are password protected and managed by the chairperson, Playwaze access is restricted to 4 club approved users. EKA (Unsure how this is protected) & KKA & CPO

### How long do we plan to keep the data for?

Player's Annual registration form kept from Sept – Sept each year then destroyed. Data on Playwaze remains until a player deregisters from the TKCA database view and that is applicable to TKCA only. Again this data is only accessed by the approved users. EKA & KKA.

### Do we have a function/ reason for every piece of data we collect?

Details provided on the annual player's registration forms by Parents/Guardians & Players gives all the appropriate contact numbers and personal information deemed necessary to enable TKCA to information in the event of an emergency, provide support to the players and to keep members updated. The underage data is provided by the parent/guardian with their permission for players under the age of 18 to play in against adult players.

### What is the process if someone asks to be removed from our records?

If a member leaves TKCA, records will be deleted from the Fixtures Live database, Underage player forms held by TKCA will be destroyed. EKA (Unsure how this is managed regarding Underage player forms) & KKA CPO (Unsure how this is managed by the KKA CPO)



Data Audit Form	
Type of Data	Paper Annual Registration Forms, Playwaze Database, EKA, & KKA Safeguarding Officer
Description of data	Names, Players/parents/Guardians email addresses, social media posts, Parents/players/Guardians Contact Numbers, Parents/Players addresses, Players Doctors details, Players DOB, Medical details for the players, Players Emergency contact numbers
TKCA Members responsible	The Exco Committee
Date of consent to hold data	September 2017 – September 2018 for Annual Registration forms, Fixtures Live database data will be held until requested to delete or a member transfer from the view of the approved users.
Where the data is stored	Playwaze Database (External), EKA , Managers folders, KKA CPO, TKCA email.
Source of the data	The data is provided by the individual club members
Purpose of the data	Details provided on the annual player's registration forms by Parents/Guardians & Players gives all the appropriate contact numbers and personal information deemed necessary to enable TKCA to information in the event of an emergency, provide support to the players and to keep members updated. The underage data is provided by the parent/guardian with their permission for players under the age of 18 to play in against adult players.
How the data is protected in its storage	Emails are password protected and managed by the chairperson, Playwaze access is restricted to 4 club approved users. EKA (protected) & KKA CPO (protected). Manual forms are kept with approved managers of teams within TKCA. These forms are not shared with any unauthorised persons.
Usage restrictions	Fixtures Live data is only accessed by the 4 approved users and amended only on request by the members themselves with updates to their personal information.
Usage rights	Access is limited to 4 users which are able to add new member details from the Annual Player Registration form. Once these details are entered and a unique registration number is allocated, any further updates are limited. DOB for example can only be amended by the governing body administrators (EKA)

# Tornadoes

**Korfball Club & Academy**

Usage frequency	Ad-Hoc for updating personal information, or to add new members.
Retention period	Player's Annual registration form kept from Sept – Sept each year then destroyed. Data on Playwaze remains until a player deregisters from the TKCA database view and that is applicable to TKCA only. Again, this data is only accessed by the approved users. EKA, KKA & CPO
Comments	Currently, further information is required from the EKA & KKA CPO on how they manage the information passed onto them from TKCA.

**Note:** This is intended to provide an overview of GDPR for TKCA and is not a definitive statement of the law. For a definitive guide, check out the [Information Commissioner's Office website](#).

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