**CHELMSFORD HOCKEY CLUB**

**2018 AGM General Data Protection Regulation Presentation**

My name is Peter Carter, and for those of you who don’t know me I have been a playing and non-playing member of CHC on and off since 197. My wife played for CHC and our three children went through the Junior section and played in senior teams. I have been a junior manager, helped manage the 1st IX when my elder son was playing for them, and for 7 years was Membership Secretary, being involved with the design and implementation of the old Membership Database.

Your Management Committee asked for a volunteer to help introduce online payments to the club and to help with the implementation of a new membership Database, the old one being obsolete and incompatible with our new website. I offered my services, and working with Tom Campbell, our website builder, we are now able to demonstrate our new Data Management System to you.

As the work progressed the issue of GDPR became an important part of the project. I am sure that you are now all aware of the existence of GDPR, the acronym for the EU Regulation “General Data Protection Regulation”. The regulation came into European Law in April 2016 on an advisory basis, but as you all will know became mandatory on the 25th May of this year.

We have always been bound by the Data Protection Act 1998, but the Regulation is an extension of that act, and gives an individual more rights and control over how organisations to which data has been given can use it. As well as the GDPR, there is a revision of the Data Protection Act coming in 2018 to support the GDPR in the UK.

CHC collects data in order to provide hockey, coaching and a social environment in all it’s variations to its paid-up members and guests, administer the club and provide coaching and motivation to the wider public. We have to ensure that the data is;

* used fairly and lawfully
* used for specifically stated purposes
* used in a way that is adequate, relevant and not excessive
* Accurate
* Kept for no longer than is necessary
* Handled according to people’s data protection rights
* Kept safe and secure
* Not transferred outside the European Economic Area without adequate protection.

Individuals who give data to an organisation have rights as defined by the GDPR, but controlled by very specific conditions to protect both the individual’s rights and the organisations right to perform its functions;

* The right of Access to their data
* The right to rectification, to have data errors corrected
* The right to restriction of processing
* The right to object to processing.
* The right to data portability

A lot of work has gone into designing our new Data Management System and its supporting documentation so it conforms to GDPR. We have taken our data protection responsibilities very seriously, as so we will always let you to know;

* what details we are collecting
* why we are collecting them
* how we will use them
* who we will (or won’t) share them with
* when we will delete them

We have written and published on the website a new Individual Privacy Policy, a volunteer Privacy Policy, Children’s Privacy Policy, a Data Protection Policy, new Terms and Conditions and a new Cookie Policy. All of these documents are available now on the CHC website, and contain the information summarised above. A Data Protection Compliance Officer has also been appointed, who will administer the various internal compliance functions required by GDPR, and be available for member’s queries.

One of my first jobs was to complete a Data Audit, who used data, who held data, what did they use it for and with whom did they share it. I was intrigued to discover that there are over 95 different roles within the club, including coaches and managers as well as administrative roles, but not surprised to see that only 60+ people fulfilled these roles.

From this audit the Data Management System was designed, with the main emphasis on Data Protection. To comply with the GDPR and the DPA 2018 no CHC data can be held outside of the DMS. All data used within the club will now emanate from the DMS. Having said that the aim will be to make a data users job as easy as possible, giving access to data on a specific basis. Access to the data will be given through dashboards, either on a data users PC, laptop, tablet or smart-phone.

The new system will include the following features;

* Online New Membership application for Adults and Juniors
* Online Membership Renewal for Adults and Juniors.
* Online Subscription payment in a variety of formats for Adults and Juniors.
* Online availability advice to captains.
* Access to Adult team squads for Captains
* Emailed team selection advice to team members.

Other features will become available as work progresses, but with the intention of being fully functional for the new season.

* Online information for captains of collected match fees linked to a report for the treasurer.
* Junior Squad registers accessible through a pass-worded dashboard for each junior manager.
* Online Coaching application forms & payment for members and non-members
* Online Social function application forms and payment for members and non members
* Online application form and payment for 500 club.

So let’s look at the new Data Management System