



The 'Data Protection (Notification and Notification Fees) Regulations 2000' gives sports clubs not operating for profit an exemption from lodging a 'Notification' with the Information Commissioner on the purposes they are using the personal data for.

Boccia Epsom and Ewell have not lodged a Notification with the Information Commissioner.

When a new member joins Boccia Epsom and Ewell they will volunteer their contact details by completing the club register. This asks for:

Name, Address, date of birth, diagnosis, contact telephone numbers, E mail address, and a contact name/number in case of emergency.

Relevant medical details are not required as parents/carers and assistants are expected to stay in attendance. Medical details may be volunteered by any members if they feel their safety would be enhanced by the relevant information being held by club officials. Diagnosis information is used for part of the classification process for the playing in competitions. When signing the membership application form members are asked to agree that this information may be recorded on a computer for Boccia Epsom and Ewell and Boccia England purposes.

Any information held by Boccia Epsom and Ewell will be kept by the designated member of the management committee and only this person may add, alter or delete the contact details list. The contact details list will be made available to club members actively involved in running the club, and will not be released to any other organisation outside of Boccia Epsom and Ewell or Boccia England.

Contact Information will be kept for 6 months after a member leaves the club and will then be deleted.

Minutes of club meetings will be kept for 5 years.