



Chairman: Ken Kirby
Treasurer: Charles Simms
Secretary: Ken Gould
Ladies: Clare Williamson



Ipswich Octopush Club **Data Protection policy**

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.

Ipswich Octopush Club have not lodged a Notification with the Information Commissioner.

When a new member joins Ipswich Octopush Club they will volunteer their contact details by filling in a membership application form. This form asks for: Name, Address, date of birth, contact telephone numbers, E mail address, and a contact name and address in case of emergency.

Relevant medical details with name, telephone number and address of doctor is required for junior members under 16 if the parents or guardians intend leaving the junior alone at the club, but is not required if they stay in attendance.

Medical details may be volunteered by adult members if they feel their safety would be enhanced by the relevant information being held by club officials.

When signing the membership application form members are asked to agree that this information may be recorded on a computer for Ipswich Octopush Club and British Octopush Association purposes.

Any information held by Ipswich Octopush Club will be kept by the secretary and only the secretary 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 Ipswich Octopush Club or British Octopush Association.

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.