# GDPR Guidance for Regional Management Boards, County Netball Associations, Clubs and Leagues

In order to help the many netball organisations supporting the delivery of netball across England become complaint with GDPR England Netball have produced a number of resources to try and help you understand the implications and what steps you need to take.

Step 1 – Read Guide to GDPR for Regional Management Boards, County Netball Associations, Clubs and Leagues Step 2 – Work your way through the Actions on the GDPR Action Plan

## **Additional Resources**

To help you further with we have produced some supplementary guides relating to particular areas of the Action Plan which provide further information. In addition there are a number of templates you can use. T hese documents are referenced in the Guide to GDPR and the Action Plan were they are relevant.

### Area 2

Area 2 Template – Information Asset Register

### Area 3

Area 3 Guide - Creating a Privacy Policy, Privacy Statements and Data Protection Policy

Area 3 Template A - Privacy Policy

Area 3 Template B Privacy Statement - required if you collect personal data using your own forms

Area 3 Template C – Data Protection Policy

#### Area 5

Area 5 Template A – Data Subject Rights Procedures

Area 5 Template B – Register of Data Subject Rights Requests and Complaints – you should have this template but you only need to use it if a request is received

# Area 6

Area 6 Template – IT Asset Register – required if your own organisation owns IT assets e.g. phones, laptops etc.

#### Area 9

Area 9 Template – Register of Security Incidents / Breaches – you should have this template but you only need to use it if a data breach occurs

Area 9 Guide - Security Incident / Breach Flowchart

# Area 10

Area 10 Template – Data Protection Impact Assessment Procedure – required if you determine you need to complete a DPIA

Area 10 Guide A – Data Protection Impact Assessments

Area 10 Guide B – How to Encrypt and Send Electronic Data

We have also compiled some of the Frequently Asked Questions in relation to GDPR to help you put this all into practice.

# **Links to Other Support**

For further guidance and information on GDPR here are some other useful links.

- More guidance for communicating privacy information
- Check whether you need to register your club with the ICO (fee may be required)
- Getting ready for GDPR the ICO checker tool
- The ICO's guide to data protection
- The PIA code of practice
- Article 29 Working Party
- Children and the GDPR Consultation Guidance
- Sport & Recreation Alliance website for free templates and guidance
- NSPCC CPSU Guidance on Text & Email Messaging