



ONLINE DATA SECURITY POLICY

Woodland LTC strives to ensure that all data recorded by the club is managed in a secure way to avoid access by unauthorised parties. This document sets out how the club uses on-line data storage facilities. It also outlines how we expect staff, coaches, volunteers, players and parents/carers, to make use of the facility.

Woodland LTC uses a Google Drive to store data related to the club such as, but not limited to, committee meeting minutes, financial reports, club maintenance and safeguarding activities.

General guidelines for the use of On-line data storage

Any person who makes use of club's online data storage facility will adhere to the following guidelines:

- Refrain from using the data storage facility for anything unrelated to Woodland LTC
- Ensure access to the data storage facility is not shared with anyone who does not need access to it
- Ensure that users only have access to the areas of the data storage facility that they require access to in order to perform their duties
- Report any data breaches to the Chairman, Secretary and Welfare Officer as soon as they are detected

Managing our online presence

- All data storage access accounts will be password-protected, and at least two members of staff and/or volunteers will have access to the account management username and password
- Data storage facilities will be monitored by a designated person, who will have been appointed by the committee
- The designated person managing our online storage facility will seek advice on data security requirements as required
- All of our accounts will be appropriate, fit for purpose and only used for club specific activities
- Anyone with access to the data storage facility should be aware of this policy and behave in accordance with it
- Should anyone with access to the data storage facility no longer requires access, their access should be revoked by the designated person and any passwords changed

This policy is reviewed every two years (or earlier if there is a change in national legislation).

