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|  | **MARLBOROUGH YOUTH FC****Data Protection and Child Welfare****Key Points to Remember – as at June 2016** |  |

Please can all Team Managers and Coaches take the time to read this 1 page document and keep a copy to hand - the safety and protection of our players is our number one priority.

**Online player database**

The new online player database should reduce the need to share player details by e-mail etc. The new database will be accessed and controlled by the database administrators – see contact details below. You can request information about your players from them. Any updates to player information you receive should be passed onto the database administrators so the online database is kept as accurate and up-to-date as possible.

**Sharing player information within the Club**

The key rule is only share player information on a need to know basis. Only share the information with people in the Club who have been CRB-checked and who need to know the information. And only share the information they actually need to see. All Club managers and coaches should have been CRB-checked and an up-to-date list of CRB-checked personnel is available from the Club’s Child Welfare Officer - see contact details below.

**Sharing player information outside the Club**

Again the key rule is only share player information on a need to know basis. The only reason that player information should need to be shared outside the club is for league, cup and tournament registration and administration purposes.

**Protecting the information that is shared**

If you have to circulate player details for a team or squad by e-mail that includes any of the following (DOB, home address, contact details or medical information), you should put that information in a document (word, excel, pdf) and password protect that document before attaching it to an e-mail and sending. It is best practice to send the password to the recipient in a text rather than in an e-mail. Use a password that is easy to remember but not easy to guess.

This is the method by which information about your players will be sent to you by the database administrators. If you need to then store the information on your PC or laptop, please store it in the same protected format.

**Out-of-date player information**

Please do not keep information that is out-of-date or relates to former players. Periodically delete this information from your e-mail accounts, PCs and laptops. The Club will store historic information in the online database for a reasonable period until it is no longer needed for the running of the Club. So if you need to refer back to historic information, you can request that information from the one of the database administrators – see contact details below.

**Online information and social media**

Think before you post anything online about any MYFC players especially if the post identifies any of your players. If in doubt, please seek the consent of one of the player’s parents or guardians before posting.

**Please voice any child welfare or safety concerns**

Please do pass on any concerns you may have (or that may be expressed to you by others) about the welfare or safety of any of our players to the Club’s Child Welfare Officer – see contact details below. If in doubt, please get in touch so the CWO can help and advise. If you are concerned about sensitivity or confidentiality, please pick up the phone to discuss or arrange to meet the CWO face-to-face.

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| **MYFC Child Welfare Officer**Mrs Chris AtkinsonE-mail: cwo@myfc.me.uk | **MYFC Database Administrators**Mr Andrew MacdonaldMYFC Club Treasurer & Registration SecretaryT: 01672 511658M: 07905 381819E: amacdo7077@btinternet.com  |
|  | Mr Ben DanielsenMYFC IT ManagerM: 07789397086E: ben.danielsen@gmail.com |