



## Data Management Policy

### Policy Statement

The Club is committed to meeting all obligations under current legislation. This policy sets expectations, obligations, and acceptable use practices for when creating, managing or deleting Club and its members information

### Policy Principles

- To enable the Club to efficiently and effectively manage and safeguard its data, it must be managed through clear processes, procedures, standards and guidelines.
- Institutional data is the property of the Club, no single person or business group/unit “owns” the data and everyone is responsible for managing it effectively.
- Every data source must have a defined data custodian.
- Data should only be collected and made available for use for specific and documented purposes.

### Policy Objectives

- Data capture, validation and processing should be automated, wherever possible.
- Unnecessary duplication of data is to be avoided.
- Data is managed through approved and best practice methods.
- Data must be protected from unauthorised access and modification.

## Scope

The Policy is for anyone involved with any activities in any capacity for the Club, including employees, members, participants, contractors, volunteers.

It includes but is not limited to members contact details, employment contracts, scoring and ranking data, record keeping for the club, cloud storage, etc.

It is to be read in conjunction with the Privacy Policy and the requirements for record keeping included in the Club Constitution.

## Process

### **Data types:**

#### Operational Data

- . Club constitution, By- laws, policies and position descriptions
- . Accounting records
- . Asset register
- . Newsletters
- . Consent of officers forms

#### Membership Data

- . Signed membership applications
- . Register of members
- . Complaints, feedback and incident reports
- . Scoring and ranking data

#### Decision Making Data

- . Committee minutes and reports
- . Strategic planning documents

### **Storage:**

Data may be stored in:

- . Cloud platforms such as Google Drive, Dropbox or OneDrive
- . Hard drives on club owned computers
- . External hard drives (stored offsite)
- . Club website
- . Physical records will be stored in cupboards in the Clubrooms

#### Backup Requirements:

- . Cloud stored data will be backed up automatically

- . Hard drive data shall be backed up at least monthly to a secure external drive or cloud location

**Access Levels:**

Access to club data must be:

- . Role based
- . Approved by the committee


**Legal requirements:**

- Keep records of financial transactions for 7 years
- Accounting records for 7 years
- Register of members; 7 years from date they ceased membership
- Agendas, Minutes and formal reports – 7 years
- Employment records – 6 years after leaving

## Policy Review

This policy will be reviewed every two years but may be reviewed more frequently if legislative changes so require.

Date ratified by Committee: 19/03/2026

Signed: .....  ..... President