

# DATA PROTECTION OFFICER

## Mike Lambert

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### Role

Ensure Club complies with Data Protection Act

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### Main Duties

- Ensure that all data is held securely and lawfully
  - Ensure that data is not passed to a third party without the necessary agreement of the owner of the data
  - Ensure that no data is kept longer than necessary
  - Ensure that all data is accurate and up to date
  - Ensure that data held is relevant, adequate and not excessive for its purpose
  - Ensure that data is obtained fairly and lawfully
  - Abide by all policies and codes as required by the Club
  - To follow and promote the ASA Child Protection policy
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### Commitment

Ongoing weekly responsibility

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