

Data Management Policy – Suggested Outline

Last updated: 1 April 2025

Policy Statement Outline

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

Policy Principles

- To enable **xxx Club** to efficiently and effectively manage and safeguard its data, it must be managed as a strategic asset through clear processes, procedures, standards and guidelines.
- Institutional data is the property of **xx 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 and steward, who act in a business leadership role and a subject matter expert role.
- Data should only be collected and made available for use for specific and documented purposes, in a simple, user centric approach that supports and enables data value to be realised.

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, managed structures and models that provide context and a best practice approach that enables active data lifecycle management.
- 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 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 Privacy Policy, IT Policy and Record Keeping Procedures.

Policy Review

This policy will be reviewed every two years but may be reviewed more frequently if legislative changes so require, or where specific concerns have been raised about the existing policy that so warrant an immediate review.

Ratified by Committee:

Implementation of Policy:

Signed: President