



Background

The Warlingham Archery Club (WAC) receives and holds member's data in order to maintain membership records, shooting records, etc. It also shares some of this information with appropriate bodies (e.g. Archery GB).

WAC has a duty under the General Data Protection Regulations to ensure all personal data it holds are for legitimate reasons and are held securely, amongst other requirements, as described in WAC's Data Protection Policy (the 'Policy').

The Data Auditor will ensure compliance with both the Policy and Legislation.

Key roles

1. The Data Auditor will advise the Management Committee on whether WAC's Policy and practices comply with the requirements of the General Data Protection Regulations and propose any changes required to ensure continuing compliance.
2. The Data Auditor will conduct an audit annually, or more frequently if required, and report the results to the Committee and recorded. Any remedial actions will be implemented and completed as quickly as is reasonably practicable.
3. Performing audits on:
 - What members' personal data the Club holds.
 - Where we store this data.
 - How access to the data is secured.
 - What we use the data for.
 - With whom the data is shared
 - How long the data is retained

Knowledge/experience

4. Ideally someone with experience in auditing processes although the level of detail is fairly basic

Additional

5. Notify Directors to any potential change to the Memorandum & Articles of the Company and Constitution of the Club and propose draft amendments to either as a consequence of changing law, Club practices or CASC compliance requirements

Accountability

WAC's Management Committee appoints this role. The post holder can be either a member of the committee (director) or an adult full member of WAC.