



# Membership Database Security



ENGLAND  
HOCKEY

AFHC CP33v4

## Club Membership Database:

The membership database is held locally in a secure area of the AFHC website ([www.afhockey.com](http://www.afhockey.com)). This consists of 2 formats;

- All new members must register through on the website for team selection and thus contact details are inputted by the individual member. These are restricted to administrators of the website (Captains / Coaches / Membership / Chairman / Hockey Manager) who can only access them by using their own unique password and who are ALL DBS checked.
- Each club member/volunteer/officer must complete an AFHC Membership form annually at the start of each playing season. The information from this form is then transferred by the membership secretary by manually inputting the data/details on to an excel spreadsheet to register them with the club and ensure subscriptions / signed policy acknowledgment has been received. This spreadsheet is held within a secure area of the website which can only be accessed by administrators.
- NB - hard copy membership forms are then filed in the AFHC Membership File alphabetically and kept secure with the membership secretary who is DBS checked – these are then shredded at the end of each season.

The information available to club officials is as per the below table;

<b>PERSONS REQUIRING INFORMATION</b>	<b>INFORMATION AVAILABLE TO THEM</b>	<b>HOW INFORMATION IS AVAILABLE</b>
Team Captains & Coaches	Member names; contact numbers; medical info; e-mail address and parents contact details if under 18.	Information is made available by logging in to the Club Website with their unique password and selecting the member.
Committee Members	Overview of total number of members and who has/hasn't paid subscriptions. Details of what coaches/qualified persons we have in the club and when certificates expire e.g. First Aid	Verbally at committee meeting (unless committee member is one of the above mentioned Administrator roles)
England Hockey Auditors	Summary of total number of club members by gender; age and race.	On audit form
Non club-officers	No information will be disclosed to non-club officials without the prior agreement of the individual.	Verbally/ as required if agreed by individual or through the AFHC website if the individual has agreed for their contact details to be shared (they select this option when registering on the website if they consent). Their



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		contact number & e-mail ONLY can then be viewed by other members. NB – the website will automatically restrict any details for members aged 12 and below from being shown to non-administrators
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