

AVG ROADMAP FOR SPORTS ASSOCIATIONS

Step 1

Do a baseline measurement: make an inventory of which personal data within the sports association/club is now already captured (“processed”) and where.

Step 2

Prepare a processing register on the basis of the data from the zero measurement. Include in it how and by whom, for what and with whom this data is shared and for how long the data will be saved. Make an inventory of the risks and what measures are being taken cover that.

Step 3

Check per data flow whether the existing data processing complies with the new privacy rules or that unacceptable risks exist.

Step 4

Determine whether and if so which adjustments are necessary to the existing processing processes. Make an action plan for this.

Step 5

Establish and discuss privacy and security policies with members.

Step 6

Prepare a privacy statement, send it to the members and ensure that new registrations is referred to. With a privacy statement generator you have within a few minutes prepared a privacy statement.

Step 7

Draw up a processing agreement with any external parties (the processors) that are concerned.

Step 8

Draw up a procedure for reporting data breaches and a data breach register.

Step 9

Evaluate the privacy policy annually, make adjustments where necessary and update if necessary the processing register.

Necessary documents:

- Privacy and Security Policy
- Processing Register
- Privacy declaration
- Processing Agreement
- Data breach procedure and checklist/data breach scenario
- Data leak register
- Sample letter informing the person concerned