



GREAT BRICKHILL CRICKET CLUB

Horsepond
Great Brickhill
Buckinghamshire
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www.brickhillcricket.co.uk

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Record Keeping Policy

Every effort should be made to ensure that confidentiality is maintained for all concerned. All information should be stored in a secure place with limited access to designated people in line with the Data Protection Laws. See Data Protection Act 1998. Record Keeping is an important aspect when concerning the privacy of GBCC members. The following should be taken into account regarding confidentiality.

- All and existing players will complete the Club Membership Form at the beginning of the cricket season. Information held by the Club about its players will be kept secure.
- When travelling to away fixtures documents regarding parent contacts and medical details must be carried securely.
- All incidents that are reported to the Child Welfare Officer must be accompanied with a written note regarding the event using the Welfare Incident Form.
- An accident book shall be kept with travelling teams in case it is required.