



Club Secretary: Kathryn Derby 29 Wynn Road Whitstable Kent CT5 2JP
M: 07900 892393 E: risingstarsyfc@gmail.com

Information Governance Policy

Background

Rising Stars Youth FC is committed to the principles of robust information governance management, information quality assurance and governance.

Information is a vitally important asset which requires protection against risks that would threaten its confidentiality, integrity and availability. In addition, information relating to living individuals is subject to UK and EU legislation and regulation. Non-compliance with the various acts could lead to corporate and personal prosecution.

This policy and associated standards, requirements and procedures are intended to provide the framework for ensuring adequate protection of all information assets and processing operations and ensuring compliance with the relative regulation and legislation. It is designed to ensure the confidentiality, integrity and availability of the data or information we process and share, minimising the risk of security incidents and reducing their potential impact.

What This Policy Covers

This policy applies to all personal and sensitive information held, recorded, used, shared or deleted by Rising Stars Youth FC, irrespective of whether it is held in electronic or other format.

How Is It Implemented?

Rising Stars Youth FC has committed to:

- Maintaining compliance with all relevant regulatory and legislative requirements;
- Communicating its Information Governance policies, standards and objectives throughout the club and to its members and volunteers by using appropriate awareness methods;
- Ensuring that all Information Governance incidents are investigated and followed up and reported, if required to the Information Commissioner's Office.

Who Is Responsible And For What?

All volunteers and officials at Rising Stars Youth FC are responsible for abiding by this Information Governance Policy and standards.

In addition, the further development of this policy will be the responsibility of Joel Derby, Data Protection and Respect officer.

Why Is This Policy Needed?

Rising Stars Youth FC is committed to the adoption and continuous development of appropriate and relevant information security controls to meet the highest possible standards of information security. Not only to ensure that Rising Stars Youth FC can meet its member expectations when dealing with their information but also comply with the relevant legislation including, but not restricted to:

- [The Data Protection Act 1998](#)
- [General Data Protection Regulation \(GDPR\) 2016](#)

Exception Processes

Any deviation from this policy must be documented, risk assessed and agreed by Rising Stars Youth FC Committee, or a nominated representative.

Review

This policy will be reviewed on an annual basis or sooner if required by the Rising Stars Youth FC Committee.