

GDPR Checklist 2025 – Sports Clubs

(A practical guide to remain compliant and protect your members' data)

1. Governance and Accountability

- Appoint a GDPR officer or Data Protection Officer (DPO)
- Maintain a data processing register (members, volunteers, sponsors, etc.)
- Identify providers and service partners that process data on behalf of the club (ERP system, hosting provider, bank, etc.)

2. Data Collection

- Use clear registration forms with visible GDPR clauses
- Collect only necessary data (principle of minimisation)
- Obtain explicit consent for:
 - Sharing of photos and videos
 - Sharing with partners (e.g. sponsors)
- Include a link to the club's privacy policy

3. Management and Storage

- Centralise data in a secure tool (e.g. GDPR-compliant ERP)
- Restrict access to data according to roles (coaches, treasurer, board members)
- Store sensitive documents (medical certificates, contracts) in encrypted and password-protected storage

4. IT Security

- Enable two-factor authentication for sensitive accounts
- Implement a regular data backup plan
- Use complex passwords and update them regularly
- Prohibit the use of unsecured media (unencrypted USB drives, public shared folders)

5. Retention and Deletion

- Define a retention period for each type of data
- Delete or anonymise data of former members once the legal period has expired
- Keep a deletion log to demonstrate compliance

6. Individual Rights

- Implement a simple procedure for:

- Right of access
- Right to rectification
- Right to erasure
- Right to data portability
- Respond to any request within a maximum of 30 days

7. Communication and Awareness

- Train club leaders, coaches and volunteers in good GDPR practices
- Display the privacy policy in the club and on the website
- Inform members of any significant changes in data processing

8. In Case of an Incident

- Have an internal procedure in case of data breach or loss
- Notify the CNIL (French Data Protection Authority) within 72 hours if necessary
- Inform affected individuals if there is a risk to their rights and freedoms