

Draft (28 February 2008)

[HEADED RFU NOTEPAPER]

[Pathfinder name]
[Pathfinder address]

[] 2008

Dear []

**Play On campaign
Collection of and use of personal data**

As part of your pathfinder role in connection with the RFU's Play On campaign, you are collecting and using player personal data on the RFU's behalf.

We have responsibilities under the Data Protection Act 1998 to each individual whose personal data is collected by pathfinders, and in particular to keep that individual's personal data secure.

To meet these responsibilities, we have to put in place a short written agreement with each pathfinder, under which the pathfinder offers certain assurances about the way in which he [or she] will handle that personal data. This letter is that written agreement.

In return for the sum of £1 (which by signing this letter you acknowledge receiving from us), you agree:

1. to collect player contact details always by means of the RFU *Play On Campaign Player Details Form*, and in accordance with our reasonable instructions;
2. to use those details solely for the purposes of the Play On campaign – ie to provide them to us and to follow our instructions as to sending them on to other pathfinders [and relevant clubs] in the player's new area;
3. to hold any such player details in accordance with any instructions we may give you, and properly secure, bearing in mind that it will often relate to under-18s; and to allow us reasonable access, if requested by us, to assess the way in which you hold and use the player details.

We hope you agree that these requirements, which we have to secure to comply with the Data Protection Act, simply underline good practice in any event.

Please would you sign, date and return the enclosed copy of the letter to indicate your agreement.

Yours sincerely

for and on behalf of the Rugby Football Union

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