

Club Privacy Notice

At Writtle Minors Football Club we take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members.

You provide information about yourself and others when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able to honour or administer your registration.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants, parents or guardians personal data is to be able to run the football club, arrange matches and other football related activities; to administer registration, and provide the Club services you are signing up to when you register with the club. Our lawful basis for processing this personal data is that we have a contractual obligation to you as a participant or member to provide the services they are registering for.

We have set out below, in a table format, a description of all the ways we plan to use personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
Processing registration forms and payments/ subs	Performance of a contract
Organising matches and football related activities	Performance of a contract
Sending out match or Club information and updates	Performance of a contract
Sharing data with coaches, managers or officials to run training sessions or enter events	Performance of a contract
Sharing data with leagues we are in membership of, county associations, the FA and other competition providers for entry in events	Performance of a contract
Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events	The Club has a legitimate interest to maintain member and participant correspondence for club community purposes.

Commented [GS1]: This is where the individual Clubs need to detail all their specific types of processing. I have used an example list.

Commented [GS2]: The Club needs to identify what their lawful bases for each type of processing are, and record them here. If the Club has questions on types of processing not listed here they can contact Muckle for specific advice.

Sharing data with third party service or facility providers	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members.
Publishing match and league results	Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent.
Sharing data with the NHS Test and Trace service	Consent and Vital Interest. We will only share data with this service for a period covering the previous 21 days from the stated date provided by the NHS service.

Who we share your personal data with

When you register with the Club, your information, if you are a coach, volunteer, other participant, parent or guardian will be entered onto the Whole Game System database, which is administered by the FA. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club's data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data one year after a participant and their parents or guardians have left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System then please contact them.

Commented [CP3]: Insert time period.

The GDPR principle here is that personal data should not be kept for longer than is necessary for the purpose for which it was originally collected. Therefore, you cannot keep information after you have finished using it for an unlimited time period.

Your rights regarding your personal data

As a data subject participants and their parents or guardians may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of their personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject, participants and their parents or guardians are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register them with the club.

We may update this Privacy Notice from time to time and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact the Club Secretary.