

Norristhorpe Junior Football Club GDPR Data Privacy Notice



The EU General Data Protection Regulation 2016/679 (“GDPR”).

Club Data Privacy Notice

Norristhorpe Junior Football Club (Club) ("we", "our", "us") 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.

About this Privacy Notice

This document explains when and why we collect personal information about our Players, their Parents/Guardians and our Club Coaches and Parent Helpers, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store personal data, as described in this document and as described when we collect data from you.

We reserve the right to amend this Data Privacy Notice from time to time without prior notice.

We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold.

What personal data we hold

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 your Child and yourself 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 child’s name, date of birth, address, gender and your own e-mail address, phone number, and the contact details of a third party in the case of emergency. We will also ask for relevant health information, which is classed as special category personal data, for the purposes of your child’s health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, where a minor, 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 honour or administer your membership.

Why we need to hold personal data

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

The reason we need participants’ and members’ personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register your child with the Club.

Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

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We have set out, in the following table format, a description of all the ways we plan to use your 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 membership forms and payments/ subs | Performance of a contract |
| organising matches | 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 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. |
| 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. The Football Foundation | 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 |
| sending out marketing information such as newsletters and information about promotions and offers from sponsors | Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent. |
| To ensure we understand possible health risks | Consent. We will only process details on your medical history with your consent. |

Who we share your personal data with

When you become a member of the Club, your information may - depending upon which league(s) your team plays in - entered onto the Whole Game System database, which is administered by the FA.

- if you are a coach or volunteer = will always be, and
- if you are a registered player or are another participant = may be

We will also pass your child's information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

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We may share your child's 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 child's personal data for specified purposes and in accordance with our instructions.

We may disclose your child and your own 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.

We will never sell your personal data.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

The Club's data processing may require you and your child's 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 child and your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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 after a participant or member has 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.

Your rights regarding your personal data

As a data subject you 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 your 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 you are not obliged to share your personal data with the Club. If you choose not to share your child's or your own personal data with us we may not be able to register or administer your membership.

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

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Club Secretary at secretary@norristhorpejuniors.co.uk