



## Privacy Notice Summary

Ashurst Wood Junior Football Club (AWJFC) ("we", "our", "us") take your privacy very seriously.

Any personal data you provide to us (usually collected when you register with the Club or correspond with us by phone, e-mail or text message) will only be used for any purpose for which it has been specifically provided.

We hold and process your personal data because we have a contractual obligation or a legitimate interest to do so in the running of the Club, or we have obtained your specific consent through the registration process or otherwise.

Where you have provided health information, this is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding, and will be handled and processed accordingly.

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.

Where we need to share your personal data with third parties, we will ensure that the data is only used by them for the specific purpose it was provided.

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 membership.

We keep your personal data for the duration of your participation, membership or active involvement with the Club. We will delete this data two years after you have left or otherwise ended your membership or affiliation, or sooner if specifically requested and we are able to do so.

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.

For the full AWJFC Privacy Notice please see overleaf.



## **Privacy Notice**

Ashurst Wood Junior Football Club (AWJFC) ("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.

### **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 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 membership.

### **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' 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 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.

We have set out below, in a 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.

<b>Purpose/ Processing Activity</b>	<b>Lawful Basis for processing under Article 6 of the GDPR.</b>
Processing membership forms and financial transactions	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 members of, county associations and other competition providers for entry into events	Performance of a contract
Sharing data with committee members to provide information about club activities, membership renewals or invitations 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 a 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 into 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 marketing information 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

### **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.

### **Who we share your personal data with**

When you become a member of the Club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) 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 sufficient, appropriate safeguards in place to ensure the security of that personal data.

### **How long we hold your personal data**

We keep personal data on our participants and members for the duration of their participation, membership or active involvement with the Club. We will delete this data two years 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 the Whole Game System is subject to their privacy policy, so we advise you to review that policy together with this notice. If you would like your personal data to be deleted from the Whole Game System then please contact the FA directly.

### **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 personal data with us we may not be able to register or administer your membership.

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

If you have any questions about this Privacy Notice then please contact the AWJFC Club Welfare Officer.