

Club Privacy Notice

TRUMPINGTON FC (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 and management of any personal data you share with 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 you and your child when you register with the Club by filling in our Membership Form. The information you gave us includes ...

- your name & child's name
- child's date of birth
- primary address
- e-mail address(s)
- parent or guardian phone number(s)
- relevant health information of the child (classed as special category personal data) for the purposes of their health, wellbeing, welfare and safeguarding.
- Consent to use photographs of children during their football activities on our club website, social media or publicity purposes.

Information collected on the Membership Form concerning kit size is not required and so has been deleted and will no longer be collected from future members.

Furthermore we collect information from parent volunteers who will fulfil the role of managers, assistant managers or coaches and from Over & In staff who provide a contracted coaching service. This information includes ...

- Your name
- Date of birth
- Primary address
- Email address
- Phone number(s)
- FA number (FAN)
- Qualification information including dates: DBS, FA Emergency Aid, FA Safeguarding for Children and coaching qualifications.

Where we hold these data it will be with the explicit consent of the participant and 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 to the club.

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.

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. 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.
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, if you are a coach or volunteer, your information will be entered onto the Whole Game System database, which is administered by the FA. We also pass your information to the Cambridgeshire County FA and to the Cambridgeshire Mini Soccer League to register participants and the team for matches, tournaments or other events, and for affiliation purposes. Information is stored on the Full Time System by the league.

The club secretary securely maintains the club database of your personal information. The welfare officer, treasurer and chairman have access to your email addresses for correspondence purposes. Managers are given email, emergency contact phone numbers and allergy information for their team only in order to organise matches and for the safety and welfare of the children in that team.

We may share your personal data with selected third parties or facility providers 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. Your email addresses have been shared with Over & In who provide our squad coaching service in order that they may provide information regarding other coaching opportunities above and beyond those provided to the club.

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.

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.

The club secretary maintains the club database of personal information which is password protected and regularly backed-up; paper Membership Forms are held in a secure filing cabinet.

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 within 1 month 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 FA's 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 you are required to contact Cambridgeshire FA (<https://www.cambridgeshirefa.com>).

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 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.