



Privacy Notice – Stone Cross Royals Football Club

1 Purpose of this Notice

- 1.1 This Notice sets out the basis of how any personal data we request from you, or that you provide to us, will be processed by us. Please read this Notice carefully to understand our practices regarding your personal data and how we will treat it.
- 1.2 Should you engage the services that we provide as a club we will take it to mean that you are satisfied with the contents of this Notice. All data that we obtain about you and/or any other person's details you choose to provide will be recorded, used and protected by us in accordance with current data protection regulations.
- 1.3 Any reference to "the player" concerns the child signed on with the club.

2 The Club

- 2.1 Any reference throughout this Notice to "Stone Cross Royals Football Club", "Stone Cross Royals", "SCR", "club", "we", "our" and any other collective noun contained in this Notice, means Stone Cross Royals Football Club.
- 2.2 We are a data controller for the purpose of all personal data that we process and our contact details are as follows:

Stone Cross Royals Football Club
Darren Bland (Club Chairman) - 07956383373
stonecrossroyals@hotmail.co.uk

3 The data we collect about you

- 3.1 Personal data or personal information, means any information about an individual from which the person can be identified.
- 3.2 We will only ever collect personal data that is necessary to provide our club services that you have engaged.
- 3.3 We may collect, use, store and transfer different kinds of personal data about you as follows:
 - 3.3.1 **identity information** such as your (or any other person's you provide) full name, title, date of birth and gender;
 - 3.3.2 **contact details** such as your (or any other person's you provide) residential address, email address and telephone numbers;
 - 3.3.3 **financial information** including your bank account details, details about payments to and from you and other details of the services we have provided you; and
 - 3.3.4 **medical information** of the player such as any medical conditions, allergies, injuries, illnesses or any other medical information that is of importance that the club should be aware of to provide its services and safeguard the player.
- 3.4 It is of paramount importance that the personal data we hold for you and the player is up-to-date in the event of an emergency. Please keep us informed if your personal data changes during your engagement with the club.
- 3.5 We do not seek to obtain personal data from you that falls outside the scope of this Notice and we request that any data that falls out of this remit is not provided to us. Where we believe data has been provided to us that falls outside the remit of this Notice and where we believe we have no legal basis to retain the data, we shall destroy this data supplied to us.

4 How do we collect the data?

We will collect the data detailed in clause 3.3 through direct interactions with you either in person, by post, phone, email or otherwise or by the completion of forms (in hard copy or online).

5 How we use the data

We may use the personal data you provide to us as follows:

- 5.1 for general administration purposes whilst providing you with the services provided by the club;
- 5.2 for communicating with you about the services you have requested or, where having provided your consent, with news about Stone Cross Royals Football Club;
- 5.3 for safety purposes to ensure the safe environment and enjoyment of football matches, training, activities and any other footballing event provided by us or by a third party; and
- 5.4 to keep up-to-date records of the persons involved with the club.

6 Processing

We will only process personal data that is provided to us where we have a good reason to do so. This is known as the legal basis for processing, which is, but not limited to:

- 6.1 where the processing is necessary for the performance of the services that we provide and that you have engaged;
- 6.2 where you have provided your consent to process the personal data that you have supplied;
- 6.3 where the processing is necessary for the club to comply with any legal and safeguarding obligations that we have to you and to the player;
- 6.4 where it is vital in the interests of an individual that we process data, such as in a medical emergency; and
- 6.5 where we have a legitimate interest to contact you, such as providing you with club news and updates relevant to you and the player once you have provided your consent.

7 Who will have access to my personal data?

Internal sharing

Officers of the club may be given access to your personal data for the purposes of providing the club services you have engaged. This includes but is not limited to, coaches, the Chairman, the Secretary, the Treasurer and our Marketing team. It is necessary for coaches to retain your personal data to facilitate a communication line between the team and you. The use of your personal data is always limited to the performance of their duties as officers of the club, and all officers are required to keep any personal information you have provided confidential and they are not permitted to use it for any purposes other than those stated in this Notice.

External sharing

- 7.1 From time to time, and where we believe it is necessary to communicate efficiently with you, we may transfer your personal data to one of our third-party processors. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third-party service providers to use your data for their own purposes. We only allow third party processors to process your data for specified reasons and only in accordance with our instructions.
- 7.2 We may share your information with the following third parties:
 - 7.2.1 service providers acting as processors who provide the following services:
 - (a) email marketing software supplier for the purpose of sending e-newsletters;

- (b) online form providers to obtain the information and consents that we require from you; and
- (c) third parties involved in hosting or organising events, matches, activities, tournaments and any other footballing occasion where you have informed us that you wish to attend.

8 Marketing

- 8.1 We may get in touch with you from time to time with our club e-newsletter detailing current club news. If you do not wish to receive these emails, please do let us know by emailing stonecrossroyals@hotmail.co.uk.
- 8.2 As detailed in clause 7.1.1(a) we will be engaging third party service providers to provide the club with an e-newsletter service. If you do not wish to receive these emails you can unsubscribe by clicking the unsubscribe button at the bottom of any email that you receive from us.

9 Retaining your data

- 9.1 We will retain your data throughout the duration of you engaging our services. After ceasing to use our services, we will only keep minimal personal data about you for a further two years.
- 9.2 We have an obligation as a club to retain records of processing, even after you cease to use our services. In accordance with our obligations, any legal documents that contain your personal data will be retained for 6 years, after which, any data we hold will be destroyed.
- 9.3 In some circumstances, we can retain personal information for longer in the event of any claim being issued against the club.
- 9.4 We maintain appropriate security measures to prevent the misuse, loss or disclosure of your personal data.

10 Your rights

- 10.1 You have the right to request access to your personal data and request details of what personal data we hold about you. There will be no charge for requesting access to your data however we do reserve the right to charge a reasonable fee if your request is unfounded or excessive.
- 10.2 You have the right to request correction of the personal data that we hold about you.
- 10.3 You have the right to request that we erase all the data that we hold on you or restrict the processing.
- 10.4 You have the right to withdraw any of your consents you have provided in relation to your personal data at any time.
- 10.5 If you choose to exercise any of these rights please contact us at stonecrossroyals@hotmail.co.uk
- 10.6 You have the right to make a complaint at any time to the Information Commissioner's Office (**ICO**), which is the UK supervisory authority for any data protection issues that may arise. We would, however, appreciate the opportunity to deal with any of your concerns before you approach the ICO so we kindly ask that you approach us by email at stonecrossroyals@hotmail.co.uk or by telephone at 07956383373 in the first instance.