

## King's Lynn Community Football Privacy Notice

King's Lynn Community Football (KLCF) ("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 KLCF members.

You provide information about yourself when you register with KLCF, 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 KLCF responsibilities and you do not provide that data, we may not be able honour or administer your membership or participation in any of our services and activities.

### 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 KLCF and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. We also collect this information to enable KLCF to run holiday clubs and other activities safely and ensure we can contact you (or other nominated adult) in case of an emergency. 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 registration/membership forms and payments/fees	Performance of a contract
Organising matches/fixtures	Performance of a contract
Sending out fixture or KLCF information and updates	Performance of a contract
Process registration, run holiday clubs and other activities and events	Performance of contract
Sharing data with coaches, managers or officials to run training sessions, enter events or run holiday activities and other 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/Trustees to provide information about KLCF activities, membership renewals or invitation to social events	KLCF has a legitimate interest to maintain member and participant correspondence for KLCF community purposes.
Sharing data with third party service or facility providers	KLCF 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 KLCF, its participants and members.
Sharing data with third party providers for travel, transportation, hotel, insurance and tours	KLCF 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 KLCF, its participants and members.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	KLCF 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 KLCF, its participants and members.
Publishing fixture/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
Promote sport, our events, holiday and other activities and football programmes	Consent. Photos and videos. 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, information about promotions, KLCF services, events, activities and holiday clubs and offers from third party providers	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 register or become a member of KLCF, 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 or the Junior Premier League database, which is administered by the Junior Premier League. 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. You may be asked to register with other third party database systems such as TeamApp, Hudl or an on-line booking system. These databases/systems are administered by the provider and have their own privacy policies.

When you register your child or they participate in a KLCF holiday club, other activity or event information may be shared with the holiday club, activity or event leader/coach and other KLCF staff.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches, match/fixture organisers, tour organisers, hotels and insurance providers. 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.

KLCF's data processing may require your personal data to be transferred outside of the UK. Where the KLCF 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 KLCF. We will delete this data 1 year 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 will take all reasonable steps to destroy or amend inaccurate or out-of-date data. Data collected at holiday clubs, other activities and events will be securely destroyed once these events have finished unless you have given us permission to keep you informed of future events and activities. If this is the case we will retain your details until such time as you ask us to remove you from our future events and activities circulation list.

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, Junior Premier League, TeamApp, Hudl or any parent evening booking system used is subject to their privacy policies so we advise you review those policies together with this notice. If you would like your personal data to be deleted from any third party Apps or database systems we utilise, 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 KLCF. 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 Football Development Officer or KLCF administrator.

**Ver2 June 2018**