

# Cullercoats Community Football Club

## Data Privacy Notice

During registration for, and in the course of, the Under 18's programme the Club staff will collect and use personal information relating to the Player and their Parent, Guardian or Carer. All data collected will be handled in line with the following policies.

### 1. Data We Collect about the Player

We may collect the following details of any Player when registering for, during their membership of, and after they have left the Club.

- First Name (given name);
- Last Name (surname);
- Date of Birth;
- House Address;
- Membership details such as the date the Player was registered with the Club, and if applicable, the date they chose to leave the Club;
- All records of communication via email or phone between the Player and the Club;
- Any images captured by CCTV on Club premises;
- Records of attendance at Club events;
- Videos and photos of the Player;
- A copy of the Player's passport, birth certificate or other proof of identification;
- Records regarding school, county or international participation in sport;
- Details of family members, guardians or any other person who we may need to contact in the case of an emergency;
- Information relating to any medical conditions or medication that the Club may need to be aware of;
- Any disciplinary information or details of issues between the Player and the Club.

### 2. Details We Collect about the Parent, Guardian or Carer

We may collect the following information of any Parent, Guardian or Carer relating to a Player when registering for, during their membership, and after they have left the Club.

- First Name (given name);
- Last Name (surname);
- Relationship to any Player member;
- All records of communication via email or phone between the Player and the Club;
- Any images captured by CCTV on Club premises;
- Records of attendance at Club events;
- Videos and photos of the Parent, Guardian or Carer;
- Contact details, including but not limited to:
  - House Address;
  - Email Address;
  - Phone Number;
- Records of payments made to the Club in relation to Player 'Fees'
- Your preference in regards to marketing material the Club would like to send you;

- Any disciplinary information or details of issues between the Parent, Guardian or Carer and the Club.

3. Special Categories of Personal Information

We may also hold and use “Special Information” such as (but not limited to), your race, background, origin, religious beliefs and any medical information relating to previous injuries or conditions that we may require knowledge of before participation in Club activities. We will only use this information:

- If it is in the interest of the public and we have a legal reason to do so;
- We need it to help us with a legal case we are involved in;
- Certain laws allow us to use it; or
- You have told us you are happy for us to use it.

4. Where we obtain your data from

We will normally collect personal information during the Player registration process. We may also collect information from you when you contact the Club via email, phone or other means.

5. How do we use your information?

In some cases we may need information in order to be able to provide the service you expect. In other cases, we may not need it, but if we don't have it, it may prevent us from providing the best possible level of service.

If you have given consent for us to use your information in a certain way, but then want to revoke it, contact the Club at [contact@cullercoatsfc.co.uk](mailto:contact@cullercoatsfc.co.uk).

<b>What we use the information for</b>	<b>What type of information used</b>	<b>The reason we have to use the information</b>
To make sure your membership with the Club runs smoothly we provide the best possible service to you.	All contact and membership information.	We need this information to keep an accurate membership record of all individuals involved with the Club.
To provide you with a service or other merchandise/products.	All contact and membership information. Records of Player 'Fees'	We need this information to make sure all Club members are being provided with the service, merchandise or product they expect.
To send you information in relation to Club events.	All contact and membership information.	We need this information to keep you up to date with Club events.
To help you if you have a query or complaint	All contact information.	It is in our best interest to ensure any query or complaint you may have is resolved quickly.
We may use details about a Player's health (including and injuries or disability) to ensure each Player is well enough to participate in Club events.	Details about the Player's health.	We will only use this “Special Information”, on the basis of one of the reasons given in section 3 of this notice.

To arrange for any trip or transportation to and from an event.	Any required ID or passports given to us, details of emergency contacts, a Parent/Guardian/Carer's payment information and details about the Player's health.	We need this information to make arrangements for any trips organised by the Club.  We will only use this "Special Information", on the basis of one of the reasons given in section 3 of this notice.
To put together all the information we need in case of any disciplinary hearing or other issue with your membership.	All your personal information.	It is in the Club's best interest to provide a safe and fair place for members of the community to play sport.  We will only use this "Special Information", on the basis of one of the reasons given in section 3 of this notice.
To make sure we are offering equal opportunities to everyone.	Name, date of birth, address, health information.	It is in the Club's best interest to ensure we are offering equal opportunities for everyone, no matter who they are or where they come from.  We will only use this "Special Information", on the basis of one of the reasons given in section 3 of this notice.

#### 6. How to stop marketing emails

The Club may send you information via email about Club news or upcoming events. We will only do this if you have opted in to receive marketing emails. If you no longer want to receive these emails, click the unsubscribe link in any communication from us. Alternatively, contact us via email to notify us of your new preferences at [contact@cullercoatsfc.co.uk](mailto:contact@cullercoatsfc.co.uk).

#### 7. Who else may use your details

We may send you information to other organisations in order to provide you with the service expected. These are:

- Anyone you have said you're happy for us to send your details to;
- To any league operator in which the Player will be playing;
- The regional football association of governing body;
- The government or our regulators: where the law tells us to do so or to help them with any investigations;
- Police, law enforcement and security services: to help them with any investigation, prevention of crime or matter of national security.

#### 8. Protection of your Data

We have put measures in place to ensure the safety of your data. As a Data Controller, we comply with all rules set out in both the General Data Protection Regulations and the Data Protection Act 2018. Some of your personal information may be transferred to and stored in countries outside the European Union. Where this happens, we have taken all necessary steps to ensure your data will be safe and that we are compliant with the aforementioned regulations.

#### 9. How long do we keep personal information?

The personal information we collect will be retained for different time periods. For example, we may be required to keep details for longer for legal reasons. Usually, we will keep your details for five (5) years after the end of your membership with the Club.

It is important to ensure your details are kept accurate and up to date. You can notify the Club of any changes to your details by contacting us at [contact@cullercoatsfc.co.uk](mailto:contact@cullercoatsfc.co.uk).

#### 10. Your Data Rights

You have rights in relation to the data the Club stores. You may ask us:

- To tell you how your details are being used;
- To provide you with a copy of all the details we hold about you;
- To correct some of the details we hold if they are not correct or are out of date, for example your contact details;
- To delete any details we hold (unless we have a valid reason not to);
- To stop using your details in a specific way; and
- To send you details to another organisation.

Some of the rights above may not always apply as there are sometimes requirements and exemptions attached which means we are required to keep specific information for a pre-defined retention period.

More information about your rights regarding your data can be found here:

<https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at [contact@cullercoatsfc.co.uk](mailto:contact@cullercoatsfc.co.uk).

#### 11. Changes to this notice

- This notice may be updated on occasion. Changes to this notice will be signified by a change in the version date at the bottom of the page. Where required to do so by law, we will contact you to notify you of changes to this notice.

Version: 10 June 2019