

Club Privacy Notice

FFC-DP-PN-001 Rev 1.1

Introduction

Ferring FC Sports and Social Club (the “Club”, “we”, “us”, “our”) understands that your privacy is important to you and that you and we care about how your personal data is used. We respect and value the privacy of all our participants and will only collect and use personal data in ways that are described in this Privacy Notice, and such that is consistent with our obligations and your rights under the law.

It is important that you read this notice so that you are aware of how and why we are using your personal data.

If your child (under the age of 18) needs any help reading or understanding this Privacy Notice please contact us for assistance.

Purpose

This Privacy Notice explains how we use your personal data, detailing how we collect your information, and how we process it. It also covers your rights under the law relating to your personal data.

Club Information

Ferring FC Sports and Social Club
1 Greystoke Road, Ferring, Worthing, BN12 5JL
Club Contact Email: secretary@ferringfc.net
Club Contact Phone: 07395 434793

Legal status: Unincorporated Association
We are an accredited member of England Football and the Football Association.

Persons Responsible for Data Protection: Club Management Committee
Contact: dataprotection@ferringfc.net

Personal data definition

Personal data is any information that relates to an identified or identifiable individual.

Our data protection roles

We have a role as a **data controller**, meaning we are responsible for deciding how and why we hold and use personal information about you, and as a **data processor**, meaning we process personal information on behalf of other data controllers and ourselves.

We are a data controller for activities including management of the Club and sports teams/groups, player/participant registration, and financial management.

We are a data processor for activities including the management of the Club and sports teams/groups, and 3rd party football league and affiliated groups registration, management and administration.

Why we need to collect your personal data

We need to collect your personal data to be able to administer your membership and your participation in sports related services and offerings 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 member to provide the services you are registering for. Our lawful basis for processing any special category personal data (e.g. health information) related to sports activities is consent; which we will explicitly ask for at the point of collection.

We also collect personal data on behalf of specific 3rd parties (e.g. league management bodies with whom the Club has registered) who require us to provide participants' personal data to them for their associated administration/management purposes. Such third parties have their own Privacy Notices/policies relating to this data and these can be provided on request.

You are not obliged to share your personal data with us. However, where we need to collect personal information to fulfil our responsibilities and you do not provide that information, we may not be able to honour or administer your membership or participation in sports activities.

We operate CCTV (video only) at the Club's Clubhouse building in Ferring to enhance safety and security on the premises, and to help protect Club assets, Club volunteers, and sports participants.

Who we collect personal information from

We collect personal information about adults (people aged 18 above) who wish to participate in our adult sports teams/groups. We collect personal information about children (people aged under 18) who wish to participate in our youth sports teams/groups. We also collect personal information from adult volunteers who wish to support the club as Managers, Coaches, Leaders, Management Committee Members, or other volunteer roles.

Collecting information about children

Where we collect personal information relating to children (anyone under the age of 18) we will **always** require an appropriate counter-signature from a person with parental responsibility for that child as we rely on parental/guardian consent to support collection of such information.

What personal data we collect and hold about you

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 telephone, e-mail or otherwise. The information we ask for may include any of the following. The information we ask for may be dependent on the sports activity(ies) or events for which you are registering and may change as required by us or applicable 3rd parties from time to time.

Club's Membership Form

- full name, date of birth, home address
- telephone and email contact information
- emergency contact name, relationship, telephone number
- children's (under 18) names and ages (for automatic junior membership)

Club's Sport Activity Registration Form (e.g. Football team(s))

- full name, date of birth, home address
- telephone and email contact information (for adults)
- parent / guardian name, email address, telephone number, home address (for children)
- emergency contact name, relationship, telephone number
- Health information e.g. known medical conditions, allergies, medication (*with specific consent*)

3rd Party Sports Activity Registration Form (e.g. league management body)

- full name, date of birth, country of birth, nationality
- recent head/shoulders photograph
- Health information e.g. known medical conditions, allergies, medication (*with specific consent*)
- reference number of proof of identity document (e.g. birth certificate, passport)
- previous / historic sporting activity / team information
- telephone and email contact information (for adults)
- parental contact name, telephone and email contact information (for children)
- player signature

Note that the Club does not control the requirements of 3rd party registration forms. Neither does it retain these forms after completion; they are passed directly to the 3rd party. Should you have any questions on 3rd party registration forms please contact us.

3rd Party activities (e.g. Club staff/volunteers training courses, DBS checks)

- Such data as is dictated by the 3rd party for the specific purpose/process

Clubhouse Closed Circuit Television Cameras (CCTV)

- CCTV footage (video only) inside and around the perimeter of the clubhouse

How we use your personal data

We have set out below a description of the ways we plan to use your personal data.

Purpose / Activity	Data Used	Lawful Basis
Processing Club membership / registration forms and payments	See above section “What personal data we collect and hold about you”	Performance of a contract
Processing 3 rd Party membership / registration forms		Performance of a contract
Managing Club finances / accounts	Name, email contact	Performance of a contract
Organising sports events	Name, health information Parent/guardian name and contact details (for children)	Performance of a contract
Sending out event or Club information and updates	Telephone and email contacts Parent/guardian name and contact details (for children)	Performance of a contract
Sharing data with coaches, leaders, managers, or officials to run training sessions or enter events	Name, telephone and email contacts, health information Parent/guardian name and contact details (for children)	Performance of a contract
Sharing data with leagues we are members of, county associations, affiliated groups, and other competition providers for entry in sports events	See above section “What personal data we collect and hold about you”	Performance of a contract
Contact in an Emergency	Emergency Contact details	The Club has a legitimate interest in being able to contact a named person for you or your child(ren) in the event of an emergency.
Sharing with Club Committee members to provide information about Club activities, membership renewals, surveys, or invitations to social events	Name, telephone and email contacts Parent/guardian name and contact details (for children)	The Club has a legitimate interest to maintain member and participant correspondence for club community purposes
Publishing match and league results that include names or photographs (not including 3 rd party publication by league bodies or affiliated groups)	Name, likeness	Consent. We will only publish your personal data in the public domain (including names and/or images) if you have given your consent for us to do so. In the case of children, then only with written consent of parental/guardian.
Sending out marketing such as information about promotions and offers from sponsors	Not applicable.	The Club does not currently operate any direct marketing.
Arranging 3 rd party training courses or DBS checks	Full name, date of birth Such data as is required by the 3 rd party.	The Club has a legitimate interest in ensuring the required levels of training and verification checks mandated by leagues/affiliated bodies for the sports activities are achieved and maintained.
CCTV Monitoring	Video only recording of people inside and on the perimeter of the Clubhouse	The Club has a legitimate interest in helping ensure the safety and security of the premises, Club assets, Club volunteers, and sports participants.

If the Club need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, the Club may process your personal data without your knowledge or consent. This will only be done within the bounds of the data protection legislation and your legal rights.

Who we share your personal data with

For participants and parents/guardians, we may share your personal data with the following organisations/groups as necessary in relation to the purposes/activities defined above:

Football

- The Football Association's (FA) ClubPortal system
- Sports league management bodies or affiliated sports groups
- The Club's financial accounting platform
- Club Photographer(s) (annual photograph sessions)

Run Club

- England Athletics
- The Club's financial accounting platform

For Club coaches, managers, leaders, staff, volunteers, in addition to the above, we may share your personal data with the following organisations/groups as necessary in relation to the purposes/activities defined above:

- The Football Association's training course / learning system(s)
- Run Leader licencing / training course / learning system(s)
- Third parties providing DBS services

From time to time we may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or sports event organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may be required to 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.

How we store your personal data

We safeguard the personal data we hold across our systems as much as possible through appropriate procedures and technical security measures.

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 the sufficient appropriate safeguards in place to ensure the security of that personal data.

Where 3rd parties store personal data reference should be made to their privacy notice(s) / protection policies which can be provided on request.

How long we keep your personal data

We will hold your personal data on file for as long as you are a member with us, but no longer than is necessary for us to achieve the purposes it was collected for. We will delete this data within 12 months after a participant or member has left or otherwise ended their membership, 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.

Keeping your Personal Information up to date

It is important that the information we hold about you remains accurate and up to date at all times. Please help us to do this by keeping us informed of any changes to the personal information you have provided to us. The Club will check periodically with you that the data we hold remains accurate.

Use of Social Media Channels

The Club uses several social media channels (for example Facebook, YouTube, Spond). Members are free to join these channels as they see fit. Should you join any of these channels it is important to note that the provider(s) of the social media platform(s) will have their own Privacy Notice(s) / policies and the Club does not accept any responsibility or liability for these. Please check these policies before you submit any personal data on the Club's social media channels.

Your Rights under UK GDPR and Data Protection Act

Under UK Data Protection legislation, you have the following rights over how your personal information is used. You can exercise these rights, or get more information about them, by contacting us directly. If you make a request we will respond to you without undue delay and in any event within one month.

You have the right to be informed about our collection and use of your personal information. This Privacy Notice provides this information.

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 any direct marketing; to portability of your personal data; to withdraw any previous given consent; and to complain to the UK's supervisory authority, the Information Commissioner's Office (ICO) about the processing of your personal data. Some of these rights are subject to specific circumstances that would be assessed at the time on a case-by-case basis.

You are not obliged to share your personal data with us. However, where we need to collect personal information to fulfil our responsibilities and you do not provide that information, we may not be able to honour or administer your membership or participation in sports activities.

Access to your Personal Information (SAR)

To exercise your right of access, you can make a Subject Access Request (SAR) or Data SAR (DSAR).

Our preference is for a SAR to be made in writing where possible.

There is not normally a charge for a SAR. If your request is “manifestly unfounded or excessive” (for example you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to you without undue delay and in any event within one month of receiving your request. We aim to provide a complete response within that time but, in some cases, particularly if the request is more complex, we are able to extend that period by up to an additional two months. You will be kept informed of our progress.

Raising a Concern or Complaint

If you wish to raise any issues or have any cause for complaint about our collection and use of your personal information you can contact us in the first instance so we have an opportunity to resolve your concern(s).

Alternatively, or if you remain dissatisfied with how we’ve used your information after raising the issue with us, you can contact the Information Commissioner’s Office (ICO) at:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Web: <https://www.ico.org.uk/make-a-complaint>

Changes to this Policy

We will review our use of your personal data periodically. In doing so we may change the data we collect, how we store it, and how we use it. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection. As a result, the Club may change this privacy policy from time to time. We will endeavour to alert you to any such changes in an appropriate manner.