



## PRIVACY NOTICE

Ashington Cougars Junior Football Club (incorporating Ashington Angels Girls Football Teams) 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 about our players and their parents or guardians, and other Club members.

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 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 Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

### 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	Performance of a contract



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events	
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	<p>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.</p> <p>Where we use a third party supplier of website services (e.g. Pitchero) we will ask your explicit consent before providing details.</p>
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.
publishing 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
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.



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### **Who we share your personal data with**

When you become a member of the Club, 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. 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.

We may share your personal data with selected third parties, suppliers and sub-contractors 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.

We may also, with your permission, share your data with our web site provider Pitchero in order to make use of their 'player availability' feature. You can opt in to this by ticking the appropriate box on our registration form. You will then be invited to sign up to a Pitchero account and, in so doing, will enter in to a contract with Pitchero for them to hold your data and for Ashington Cougars to view that data in order to manage availability.

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.

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.

### **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 the Club. We will delete this data 3 months 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 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 please contact them.

The personal data that is stored on the Pitchero 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 Pitchero 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 the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.



## PRIVACY NOTICE

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 Club Secretary Sarah Osborne

Further detail about how we use your data and who we share it with is on the appendix below.



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### **HOW WE USE YOUR DATA**

In order to run the Ashington Cougars junior football teams, incorporating Ashington Angels teams, we need to ask for personal details about you and about your child.

We hold this data on paper (our registration forms) and electronically (on spreadsheets).

We also share some of the data with the following third parties:

1. **The FA**
2. **Horsham & District Youth Football League (H&DYFL)** and the **Sussex County Women's and Girls' Football League (SCWGFL)**.
3. **Pitchero** (optional)

#### **1. The FA**

All players who want to participate in competitive football need to be registered with The FA.

Competitive football means Leagues, Cups and Tournaments sanctioned by The FA.

We play in the **Horsham & District Youth Football League (H&DYFL)** and in the **Sussex County Women's and Girls' Football League (SCWGFL)**. Both of these are sanctioned by The FA therefore all our players need to be registered with The FA.

We take basic details from our registration form (name and date of birth) and provide it to The FA via their web application '**Whole Game**'. Once registered with The FA via Whole Game each player is given a unique FA number (FAN).

This FAN stays with a player throughout their football career, be it as a player, a volunteer or as a coach. When players leave Ashington Cougars we 'detach' them from the club but their details remain on the FA database.

If a player wants to be removed from the FA database they (or their parent/guardian if under 18) need to contact The FA directly.

#### **2. Horsham & District Youth Football League and Sussex County Women's and Girls' Football League**

The Horsham & District Youth Football League (H&DYFL) and the Sussex County Women's and Girls' Football League (SCWGFL) run the league and cup competitions that we play in. In order to administer the league they need to know the names of the players available in each squad. They do this via another FA web site and database called '**Full Time**'. Data from Whole Game is pulled across in to Full Time each year. H&DYFL and SCWGFL are able to see this data but not change it. At the end of the year, the data is deleted from Full Time and a new set is pulled across from Whole Game.



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### 3. Pitchero

The Ashington Cougars web site is provided by a company called '**Pitchero**'

Via this web site, Pitchero also provides facilities to manage player availability, to collect annual subs and to send group emails. In order to use these facilities, player and parent details need to be added to the Pitchero database.

The way that this works is:

1. We would upload these details (including parent/guardian email address) to Pitchero.
2. Pitchero sends an email inviting the parent/guardian to sign up.
3. By signing up, the parent/guardian becomes a member of Pitchero

Parents/guardians can see and change their own, and their child's, information on Pitchero, they can make payments to Ashington Cougars and they can manage availability. Ashington Cougars can see the players' names and availability and can send email messages to the parent/guardian.

When a player leaves Ashington Cougars, we 'unlink' them from the club on Pitchero but the information remains on the Pitchero database. If the parent/guardian wants the data to be removed, they have to 'close' their Pitchero account. This can be done via the Pitchero web site or by contacting their help desk.

Not all the Ashington Cougars teams use Pitchero in this way and it is optional for parents/guardians to sign up.

Note that you can be linked to more than one club on Pitchero. You could, for example, be linked to Ashington Cougars and to a local rugby club.