



## **WESTDYKE COMMUNITY CLUB PRIVACY POLICY**

24/05/2018

Westdyke Community Club is committed to respecting and protecting its members privacy.

This policy explains what information may be collected from its members and how we may use this.

Should you have any questions regarding this policy and our privacy and data protection practices, please forward these concerns by email to [gdpr@westdykecc.co.uk](mailto:gdpr@westdykecc.co.uk)

### **Who Is Collecting Your Data/Information**

- The Club's executive committee members or squad head coaches

### **What Type Of Data/Information Is Being Collected**

- Name, address, date of birth, phone numbers, email address, nationality, gender, medical conditions

### **How Is Your Data/Information Collected**

- Predominantly by completing a Club consent form, though some information may initially be sought via email or text after first gaining consent

### **What Third Parties Will Your Data/Information Be Shared With**

- The relevant governing bodies to which the player is a member of through the Club's affiliation to such bodies
- Where and when necessary, medical personnel
- Other third-party requests (scouts) by seeking specific consent first

### **How Will Your Data/Information Be Used**

- To register players with the correct age group and with the correct governing body e.g, SYFA, SWFA etc.
- To update members of various events such as kick off times, training times, alterations to fixtures etc

### **How Do We Protect Your Data/Information We Hold**

- Paper data/information held by executive members and coaches will be securely filed away.
- Data/information held on lap tops etc will be password protected
- Data/information held by coaches for easy reference (paper registers) will be secured as safely as possible when in public view

### **How Long Will Your Data/Information Be Stored For**

- All data/information will be destroyed within 12 months of the player/coach leaving the Club

### **What Rights Do You, The Subject, Have Regarding Your Personal Information**

- You have the right to be informed – via our Privacy Policy we are obliged to provide you with clear, concise, intelligible and easily accessible information about your personal data and the use of it.
- You have the right to access your personal data along with a copy if so required
- You have a right to be informed of the following
- Why we have been using your information, and who we have shared this information with

### **How Can You, The Subject, Raise A Complaint**

- In the first instance please contact us direct either via our executive members, coaches or via [gdpr@westdykecc.co.uk](mailto:gdpr@westdykecc.co.uk) so that we may seek to resolve your complaint
- If you remain dissatisfied, you have the right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)