

Southampton Women's FC Privacy Policy



1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who is charged with the collection and safekeeping of the data?

The Club Secretary of Southampton Women's FC is the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

Southampton Women's FC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

What data do we hold?

- Name
- Contact details : address, email, phone and mobile phone
- Medical details : as provided by you including medication and allergies
- Injury details : previous injury details provided by you
- Previous football clubs that you have played for
- Your emergency contact details
- Your clothes sizes for kit purposes

We use your personal data for the following purposes: -

- To administer club membership records;
- To fundraise and promote the interests of the club;
- To manage players, coaches, volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities at the club;
- To ensure we know your relevant medical history in case of injury or illness at training/matches;
- To ensure we can contact someone on your behalf in case of an emergency.

4. What is the lawful basis for processing your personal data?

We request explicit consent from you that we can hold the data so that we can keep you informed about training, matches, news, events and activities related to the club and ensure that you can be supported in case of emergencies.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the club in order to carry out a service to other club members or for purposes connected with the club.

- The coaches carry your date of birth, injury and medical history and emergency contacts to ensure they can respond in case of accidents or injuries.
- We will share your data with the FA using the Whole Game System and Full Time as part of the League Registration process.
- We share some data with TeamSnap and WhatsApp so that training and games are co-ordinated.
- We will also share limited information with external tournament organisers (name and dob for youth players, name and phone number/email for managers and coaches) – we will check their privacy policy before sharing.
- We will only grant access to or share your personal data with authorised partners or third parties where we are required or entitled to do so by law under lawful data processing.

6. How long do we keep your personal data ?

We keep data for a season whilst players, coaches and volunteers are with us. Should anybody decide to leave we will delete the data at the end of the season. Data for non-members, such as leagues, sponsors, industry bodies and other third parties connected with the club will have their data stored on an ongoing basis unless we are asked to remove it.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the club holds about you;
- The right to request that the club corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the club to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to withdraw consent to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact :

Amanda Burroughs
Club Secretary

secretary@southamptonwfc.co.uk

May 2018