



## Linton Aztecs FC Privacy Policy

Linton Aztecs FC (the club) takes your privacy very seriously and any Personal Information (PI) that you provide us with will facilitate your satisfactory interaction with both the club and associated websites e.g. <http://www.aztecsjfc.co.uk>, FA Full Time/Yellow Jersey. This policy outlines how we use the PI that we collect from Parents / Guardians, Players, and other Members of the club and is derived to help you feel more confident about the privacy and security of your PI details held by the club.

The Data Protection Act 1998 (DPA) regulates the processing of PI relating to individuals, this includes the obtaining, holding, using or disclosing of such information and covers computerised records as well as a manual filing system and card indexes, for example match result cards.

### Basic Principles

The club will hold the minimum PI necessary to enable it to perform its function, while you are connected with the club. All such information is confidential and needs to be treated with care to comply with the DPA and associated legislation.

We are registered as a data controller in the United Kingdom in accordance with the DPA and our registration number is 22776235.

### Being Contacted by the Club

If during the registration process you agree to be contacted by the club, we will contact you directly for the purposes that you agreed to during the registration process. If you do not wish to be contacted directly by the club, please tick one or more of the relevant boxes when registering or contact us at the address below and your PI will no longer be used for that which has been specified. The club will not pass PI to third parties outside of the local Football Association to which the club is affiliated.

### How we will use your information

It is the policy of the club to comply with the Data Protection principles of good practice which underpin the Act. These state that:

1. Parents/guardians will be made aware of the reasons why we require PI to be collected and have consented to its collection and use. This will be done during registration process or by a statement printed on any document the club requires individuals to provide any PI.
2. All PI relating to individuals will be fairly and lawfully processed and used in maintaining an accurate data base of PI including names, postal addresses, dates of birth, phone numbers, email addresses, registration numbers, and brief medical condition summary (where applicable). This information will only be used to further the aims and objectives of the club in maintaining a data base for communicating with all parents/guardians, managers, coaches, helpers, committee members and non-committee member positions and having access to any relevant medical information that may be required in the event of an emergency situation and for no other reason.
3. PI will be processed for the limited purposes outlined above and in accordance with the individual's rights.
4. All PI held will be adequate, relevant but not excessive and will be as accurate and as up to date as possible.
5. PI will only be kept as necessary, and removed and destroyed when an individual leaves the club for any reason within 28 days. An individual who has ceased being an active member of the club can request that their contact details remain on the club's data base so that they can receive any relevant club information.
6. All PI on individuals of the club will be dealt with professionally and kept subject to appropriate security measures. This includes all PI that is stored electronically being either encrypted or if stored on a personal computer MUST be PASSWORD PROTECTED. Data held on paper records (team managers' files containing telephone numbers, medical conditions and allergies of players etc.) MUST be kept secure at all times and only divulged to those persons who have a need to know, and even then at the manager discretion. When this information is not required at training/matches then it should be kept in a secure area i.e. locked drawer, cupboard, desk etc.
7. All personal data held by the club on an individual must and will be freely accessible for that individual to view as outlined on page 2.

8. Information will not be transferred outside the European Union (EU).

### **Links**

The associated websites may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites and users to be aware when they access the site of the need to read the privacy statements applicable on such sites. This Privacy Policy applies solely to information collected by the club or facilitated during the registration process.

### **Your right to access the information**

You have the right to ask the club for the PI that we hold about you as an individual. In order to do so please make a written application to the Data Protection Officer, at the address provided below. We shall require you to provide verification of your identity and to pay an administration fee (which is currently £10). Once this has been done the club will respond to a request within 21 (twenty-one) days. Please note that in certain circumstances, we may withhold access to your information where we have the right to do so under current law.

Should an individual feel they are being denied access to PI they are entitled to, or feel the information has not been handled according to the principles above, they can contact the Information Commissioner's Office for help.

ICO contact details are available here: <https://www.ico.gov.uk/Global/contactus.aspx>

### **Updating your information**

In the event that there is a change to your PI, for example your contact details or relevant medical information, please let us know of this by writing to the Data Protection Officer, or informing your Team Manager / Coach so that we can keep your information up to date and accurate. Your information will be held by the club while you are registered as a club player, and then will be disposed of confidentially\* within 21 (twenty-one) days by paper shredding and secure deletion / removal from computer records as appropriate.

### **Contact us**

If you have any queries about this Privacy Policy please contact the club:

Email: [aztecsjuniorfc@gmail.com](mailto:aztecsjuniorfc@gmail.com)

or via the Club Committee contacts at <http://www.aztecsjfc.co.uk/club/Committee/view>