



# Sedlescombe Rangers Football Club

## Data Protection Privacy Policy

### Key Privacy Statement

General Data Protection Regulation (GDPR) replaces the Data Protection Directive and is designed to harmonise data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organisations approach data privacy.

Sedlescombe Rangers Football Club will work towards these GDPR guidelines to ensure your personal data is protected.

**Sedlescombe Rangers Football Club (SRFC), in order to provide footballing services, needs to collect, store and use certain types of information and potentially photographs for club players, club players' parents/guardians, club members, club officials and other individuals who come into contact with the Football Club.**

This personal information will be dealt with securely, however it is collected, recorded and used.

SRFC recognise that we have a duty under GDPR to:

- Process data fairly, lawfully and transparently
- Collect data only for a specified, specific and legitimate purpose
- Collect and store data only to the extent which is acceptable, relevant and necessary
- Ensure data is accurate and up to date
- Not keep personal data for longer than is necessary
- Ensure all personal data is stored, maintained and destroyed securely

### Consent

**You are under no obligation to provide such information. However, if you should choose to withhold some or all of the requested information, we may not be able to allow your involvement or involvement of an under 18 whom you are consenting on their behalf to be involved with the football club either as a member, official, team manager, coach or player.**

SRFC will assume a person has capacity to give consent on behalf of themselves or as a responsible designated adult (i.e. parent/guardian) for any individual under 18 years of age.

**The information we take and hold about people is always stored securely and access restricted to those who have a legitimate need to use the data.** We collect and store only the information required by the Football Club to be able to carry out its services. Some personal information held by SRFC may be required and shared with other football related organisations, including; Football Association, Sussex Football Association and Leagues that the Football Club participates in. Further details can be requested by emailing [data@sedlescomberangersfc.co.uk](mailto:data@sedlescomberangersfc.co.uk).

As a club Sedlescombe Rangers FC are committed to ensuring that all those whom we store personal data on, understand how and why we keep that data and how they may have access to it. We will not transfer data to third parties without written consent from the individual concerned or their responsible designated adult (i.e. parent/guardian) for any individual under 18 years of age.



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Archived records are stored securely and Sedlescombe Rangers Football Club has clear guidelines for the retention of information. Data protection related laws allow SRFC to hold personal data in relation to individuals for up to 6 years.

Sedlescombe Rangers Football Club Executive Committee recognise its overall responsibility for ensuring that the club complies with its legal obligations. The Football Club's Data Protection Officer (DPO) will ensure all personal data is stored and used only for the purposes intended.

All club members are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their roles.

We will regularly review our procedures to ensure our records remain accurate and consistent and in particular:

- IT systems will be designed, where possible to encourage and facilitate the entry of accurate data.
- Data on any individual will be held in as few places as possible
- Effective procedures are in place so that all relevant systems are updated when information about an individual changes
- Training will be provided to all relevant staff and the DPO will monitor data security.

GDPR's requirements do not apply to anonymous data that does not identify an individual. Should the club need to pass personal data onto third party organisations the data will be anonymised.

### **Rights**

You have the right to remove your consent at any time and the right to your data being permanently deleted from SRFC records. As previously stated data protection related laws allow SRFC to hold personal data in relation to individuals for up to 6 years.

### **Personal Data Access Request**

You have the right to request access to the personal data the club holds on you at any time.

To request a Personal Data Access Request please email: [data@sedlescomberangersfc.co.uk](mailto:data@sedlescomberangersfc.co.uk)



# Sedlescombe Rangers Football Club

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### Key Privacy Statement Consent Form

Club Member

#### Approval

I accept the Data Protection Privacy Policy Key Privacy Statement and agree to Sedlescombe Rangers Football Club holding my personal data or my child's (when under the age of 18) on their secure database and to use the data appropriately for football related purposes within the Football Club and with external third-party organisations.

Club Member Name:

Signature:

Parent/Guardian Name:

Signature:

Club Member Team Name:

Club Member Position:

Date:

If you have a complaint at any time about the manner in which we have processed your personal data, your personal details change, you wish certain data removed, or you would like a copy of the details SRFC hold about you, then please email the Data Protection Officer – [data@sedlescomberangersfc.co.uk](mailto:data@sedlescomberangersfc.co.uk)

The Key Privacy Statement will be reviewed from time to time and amended appropriately as required.



# Sedlescombe Rangers Football Club

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Non-Club Member

#### Approval

I accept the Data Protection Privacy Policy Key Privacy Statement and agree to Sedlescombe Rangers Football Club holding my personal data on their secure database and to use the data appropriately for football related purposes within the Football Club and with external third-party organisations.

Name:

Signature:

Position:

Club or Organisation:

Date:

**If you have a complaint at any time about the manner in which we have processed your personal data, your personal details change, you wish certain data removed, or you would like a copy of the details SRFC hold about you, then please email the Data Protection Officer – [data@sedlescomberangersfc.co.uk](mailto:data@sedlescomberangersfc.co.uk)**

The Key Privacy Statement will be reviewed from time to time and amended appropriately as required.