

Fair Processing Notice – Clarbeston Road AFC

This notice is required by the General Data Protection Regulation

Clarbeston Road AFC is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership or volunteering, Clarbeston Road AFC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

1. What personal data we hold on you

You may give us information about you and your child(ren) when you register with the Club or by filling in forms on paper or online, e.g. to join the Bonus Ball fundraising scheme or to undertake a DBS check, or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your child's or your name, date of birth, address, e-mail address, phone number, bank details, completion of courses. You may also provide medical or special needs information. We may also take photographs at training or matches or for publicity purposes.

2. Why we collect and keep your personal information

The reason we need your data is to be able to administer your membership, to contact you in connection with club related matters and to ensure compliance with Pembrokeshire League and Football Association of Wales requirements. We use the medical and special needs information to allow us to support your child in the best way possible. Our lawful basis for processing your personal information is that we have an obligation to you as a member to provide the services the Club offers.

3. Who we will share your information with

We will share your information with club coaches or officials for Club management purposes only and with the FAW, West Wales Football Association, Pembrokeshire Football League in order to meet statutory requirements.

We will not share your information with other club members without your consent

We will not make any disclosures to third parties for marketing purposes.

We will ask your permission to use photographs for publicity purposes.

We will also make any disclosures required by law.

Any health data we hold is only processed for the purpose of passing this data to coaches to allow the safe running of training sessions and matches. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

The club has an official Facebook page. Some coaches use social media for their own teams. These are unofficial and not sanctioned by the Club but users are bound by the Club's Social Media policy. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please

check these policies before you submit any personal data on the Club's social media page.

4. How long we hold your personal data

We will hold personal data on file for as long as you or your child are a member of the Club. Players' data is updated every year on annual membership forms.

We will retain some information provided to us when you, or your child, leave the Club, sufficient to allow us to maintain a membership and playing record. However, this information will not be processed or shared with others after you have left the Club.

5. Your rights regarding your personal data

As a data subject you have the right at any time to request access to, rectification of or erasure of your personal data; to restrict or object to certain kinds of processing 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.

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

The Secretary, Clarbston Road AFC

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email casework@ico.org

Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.