

# Colony Park Football Club



## DATA PRIVACY NOTICE - GENERAL DATA PROTECTION REGULATION

### What is General Data Protection Regulation (GDPR)?

The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directive 95/46/EC and was designed to harmonise data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organisations across the region approach data privacy. Transparency and informing the public about how their data are being used are two basic goals of the GDPR and this notice sets how COLONY PARK FC complies with GDPR.

### Who are we?

COLONY PARK FC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Personal Data Identifiers include: Name, ID number, location data or online identifier. Identification can be by the information alone or in conjunction with any other information in the data controller's COLONY PARK FC possession or likely to come into such possession.

### Principals of GDPR

GDPR requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased, or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

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## What data do we collect?

- Personal identification information (player's name, date of birth, home address, parent's / guardian / carer's contact details, medical information, etc.)
- Various Consent information such as information around medical intervention, photography, upcoming events, surveys, future club information etc.

## How do we collect your data?

Once a year, or on joining, everyone is required to complete a COLONY PARK FC Membership Form which captures all the relevant information required.

## How will we use your data?

We use your personal data for the following purposes: -

- Registering children & young people into the club and to maintain membership;
- Having emergency contact details on file in case of an accident;
- Having a way of contacting you with information;
- Having a way of contacting you in case of interest from a third party;
- Placing posts on social media highlighting both our players and the club;
- Having a way of passing information to our players and their parents & guardians;
- To maintain our own accounts & records;
- To remind you when our fees are due;
- To advise you and your child of news, events, or services which we bring to the club;
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered in the future.

## How do we store your data?

All data is securely stored in a cloud storage service with access by only by relevant individuals within the COLONY PARK FC Committee. Team managers and first aiders are also provided with this personal data for the children in their team.

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## How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary (3 months) after your child has left our club or at the end of our training year, whichever may be sooner. Any data relating to injuries sustained by a child will be kept for 6 years after the year in which the injury occurred. Financial data is also kept for 6 years after the end of the relevant financial year.

Once these time periods have expired any information stored on paper will be destroyed and any information held on the cloud service will be deleted.

COLONY PARK 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 is the legal basis for processing your personal data?

Under GDPR there are 6 lawful bases for processing data. The most appropriate bases in relation to the information held by COLONY PARK FC can be summarised as follows:

- **CONTRACT** – to enable your child to be registered as a member of COLONY PARK FC we require certain information about them. COLONY PARK FC will use this information to charge fees and this allows your child to attend training and play for COLONY PARK FC.
- **LEGITIMATE INTEREST** – to understand any medical information for a child it is in both the child's and COLONY PARK FC's interest that this information is known. Processing is necessary to ensure our managers and first aiders have the correct details of the child and any medical conditions that we should be aware of in an emergency.
- **CONSENT** – to enable COLONY PARK FC to contact parents about future events, future planning, surveys, etc.

## Sharing your personal data.

Your personal data will be treated as strictly confidential and will be shared only with registered club officials within COLONY PARK FC, and affiliated associations SYFA and SWFA for their registration and administration purposes. We will only share your data with any third parties after having contacted you and received your consent.

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## Your rights and your personal data

Unless subject to an exemption, you have the following rights with respect to your and your child's personal data:

- The right to request a copy of your and your child's personal data which COLONY PARK FC holds about you or your child;
- The right to request that COLONY PARK FC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your or your child's personal data is erased where it is no longer necessary for COLONY PARK FC to retain such data;
- The right to withdraw your consent to the processing at any time although this would mean that we would have to ask you to remove your child from COLONY PARK FC as we would no longer be able to hold emergency contract details;
- The right, where there is a dispute in relation to the accuracy or processing of your or your child's personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## 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.

## How to contact us

To exercise all relevant rights, queries or complaints please in the first instance contact: The Club Secretary, Colony Park FC by email to [secretary@colonypark.org.uk](mailto:secretary@colonypark.org.uk)

## How to contact the appropriate authority

You can contact the Information Commissioners Office on 0303 123 1113 or via email [scotland@ico.org.uk](mailto:scotland@ico.org.uk) or at the Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL.