



## Aston Clinton Colts FC

### Data Protection Policy – GDPR Compliance 20/05/2018

In the course of running a community sports club to provide football coaching and competition for children aged 6 – 18, it is necessary for us to record and manage personal data relating to players, parents, coaches and staff.

The club will only use this data for the specific purpose of communicating to players, parents and coaching staff the information relevant to the running of a football club in a safe and transparent manner in line with FA guidelines. Personal data will not be used or shared for the purposes of advertising with the exception of communicating services relevant to the running of a club, for example sharing information about the club shop or information regarding business services offered by a club kit sponsor.

Aston Clinton Colts FC commits to retaining personal information accurately and for no longer than is necessary for the purposes outlined above. In the event that a player or coach leaves the club, personal information will typically be deleted and/or destroyed 6 months after the point of leaving; (this period allows a sufficient period for the club to make contact with the player in the event of any issues arising such as the return of kit, outstanding fines etc etc).

In the course of running a team, coaches will typically hold personal information such as contact details or health records regarding their players. Every coach has proactively signed up to our data protection act and committed to manage personal data in line with the guidelines above and will maintain and delete any local copies of information in line with the above principles.

Aston Clinton Colts FC commits to responding within 2 weeks to individuals who request us to confirm what data we hold relating to them or their children. Any requests should be emailed to the club secretary who will confirm receipt within 48 hours.

Any concerns arising from Aston Clinton Colts FC use of personal information or data should in the first case be raised with the club committee via the Club Secretary, or in the event that a satisfactory resolution cannot be found then the issues should be raised with the Buckinghamshire FA.

The club has appointed a committee member as Data Protection Officer responsible for the maintenance and adherence to this policy. An annual review will take place during which the Data Protection Officer will make suitable checks to be able to formally certify and confirm that the policy has been appropriately followed

The types of information held will typically be categorised as follows:

**Coaching staff and committee members**

Names, addresses, contact information, dates of birth and documented proof of identity to enable the necessary CRB checks and for coaching qualifications to be maintained and checked as needed

Our treasurer may also hold relevant banking details to enable payment of expenses to coaches as needed.

**Players:**

Names, addresses, contact information, proof of age and identity to comply with relevant playing regulations and with explicit consent of parents and players, health information relevant to the players wellbeing when participating in physical activity may also be held

**Parents of players:**

Names, addresses, contact information, emergency contact details in the event of any incident where notification is necessary

**Contact information for coaches, officials or players at other clubs:**

AC Colts FC will only retain the contact information published in the annual league handbooks relevant to the competitions we participate in.

**Tournament information**

The club holds an annual tournament. Participating players will register on the day for the tournament with proof of age, identify etc. This information will be held for 3 months following the tournament to allow any relevant issues to be addressed or contacts made if needed, but will then be deleted / destroyed

The tournament committee will also hold a database of relevant business and administrative contacts relevant to the successful running and marketing of the tournament. These will typically be limited to publicly available business contact details and telephone numbers. Any business may request to be removed from this list in line with our data protection policy by contacting the club secretary.

Aston Clinton Colts FC will also make use of a number of third party systems in the normal running of the football Club such as Teamer and Ticket Tailor, but AC Colts FC retain the responsibility for any data share with those third parties and will ensure it is managed in line with our published policy.

In the event of any queries relating to this document please contact [dpo@astonclintoncolts.co.uk](mailto:dpo@astonclintoncolts.co.uk).