



## Privacy and Data Protection Policy

### **General Statement of Intent**

Ringwood Town Youth Football Club (RTYFC) takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by RTYFC in the pursuance of its activities. RTYFC takes reasonable care of all personal information and ensures it is kept secure and prevents any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable UK data protection legislation and The General Data Protection Regulation (GDPR).

### **Collection of personal information**

RTYFC will request members provide information at point of registration through the players registration form and at other times dependant on special events and activities and therefore the information requested will vary depending on the reason for the collection. The information provided includes, but is not limited to, name (player, parent/guardian, emergency contact) age, home address, telephone numbers, email address and any medical information. In some instances, the provision of certain information will be mandatory.

### **Storage of Personal Information**

RTYFC stores information in respect of the club membership electronically and in paper format. RTYFC will take all reasonable steps to ensure that data is treated securely and in accordance with this policy. Access to this data is strictly controlled by the member of Committee assigned to that specific task that holds such data. Paper copies of any club members data is held by the relevant club secretary assigned to the specific task the data is required for. Individual team data in electronic or paper format is held by each Manager and Coaching staff (as required) of the team.

### **Use of the Personal Information**

RTYFC will use personal information for the purposes of running the club and the teams within it. It is also used for the purpose of verifying member's identity, responding to enquiries, sending information to members and registering that player with the league of the team they are playing for (via the FA Whole Game System or Dorset League Registration). RTYFC holds appearance information for the purposes of club records. The RTYFC Website and Youth Register will hold members data in teams to support communication of team activities, the team set up, and team communications. Our website may contain links to other sites. Please be aware that RTYFC is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of RTYFC that they need to read the privacy statements applicable on the other sites they are linked to.

### **Updating of Personal Information and Circumstances**

In the event that there is a change to a members personal information or circumstance, for example their contact details or leaving the club, the team manager must be informed. It is the respective Team Managers responsibility to ensure the Club Registration Secretary is informed ASAP to ensure all Club records are maintained as accurately as possible.



### **Access to Members Personal Information**

Members and their parents have the right to access the information that RTYFC holds about them. In order to do this a written application is to be made to the Club Welfare Officer at the Club registered address of Long Lane, Ringwood, Hants BH24 3BX 2HL or via emailing [welfare.ringwoodtownfc@gmail.com](mailto:welfare.ringwoodtownfc@gmail.com). An administration fee of £10 may be payable for repetitive or complex requests and if requested should be paid via BACS (Sort Code: 20-72-37 Account: 50284815). The club will aim to supply the requested information within 30 days from confirmation of receipt of request.

### **Disposal of Personal Information**

Data will be disposed of securely and permanently as required.

### **Data Retention**

Data obtained via the registration process is only kept for the period of the current season and a further 2 seasons. Any member leaving RTYFC must inform the Team Manager, who shall notify the Club Registration Secretary by emailing [register.ringwoodtownfc@gmail.com](mailto:register.ringwoodtownfc@gmail.com) so we can securely delete the data held.