



COULSDON ATHLETIC

PRIVACY NOTICE

Coulsdon Athletic FC is committed to protecting the privacy of any players we come into contact with and their families, as well as giving individuals control over the personal information that we collect about them.

We treat all personal information with care and work hard to ensure its security and confidentiality. This notice explains what information we may hold and how we use it. Please read it carefully and let us know if you have any questions.

INFORMATION WE COLLECT RELATING TO THE PLAYER

Information we collect relating to the player includes their name; age group; current or most recent Club; learning needs and medical information. For the most part, our lawful basis for using this information is legitimate interest, as it allows us to promote the player's safety and wellbeing whilst in our care. For certain types of information however (medical information) we rely on consent from the player or, where the player is aged under 16, their Parent or Legal Guardian. Where consent is provided, we will use this information to support the player at any sessions they attend.

INFORMATION WE COLLECT RELATING TO PARENTS & GUARDIANS

Information we collect relating to Parent/Guardians of players includes their name and contact details. We use this information to enable us to communicate with them about the player. Our lawful basis for using this information in this way is legitimate interest. This means that we have a justifiable reason for using the information and our use is not unfair to you.

SHARING INFORMATION

Coulsdon Athletic FC does not intend to share any information we hold about players with any third parties.

RETENTION AND ACCURACY OF INFORMATION

We aim to ensure that all the information we hold is accurate and up to date. We therefore ask that you let us know if, for example, your/the player's contact details change, so that we can update our records. How long we keep information will depend on the type of



information and the circumstances, but our guiding principle is that we only keep information in a form that allows identification for as long as we have a reason to have it. We will usually ask you to re-supply information at the beginning of each season to help us ensure we hold up-to-date information.

SECURITY OF INFORMATION

In accordance with our data protection and security policies, we keep all information as secure as we can. All information stored electronically is protected by the secure network and systems. Your personal information is stored in a secure manner and appropriate measures are taken to safeguard it from unauthorised access, disclosure, alteration, or destruction. Access to your data is limited to authorised personnel only, who are bound by strict confidentiality obligations.

YOUR RIGHTS

Every individual has certain rights in respect of their personal information. Where the player is aged under 16 their Parent or Guardian will also have the ability to act on their behalf in exercising their rights.

Every individual can:

- ⚽ ask us for more information about what we do with their information;
- ⚽ ask for copies of all the information we hold about them;
- ⚽ ask us to correct or complete information;
- ⚽ withdraw consent for us to use their information (where they have given this);
- ⚽ ask us to delete information we hold about them;
- ⚽ ask us not to use information about them in a certain way;
- ⚽ ask us to transfer information about them to them or to another organisation in a machine readable form.

Please contact us if you require further information.