

# Waterbeach Colts Football Club Privacy Policy

## **Our contact details**

Chairperson – Elly Ruston

General Secretary – Katrina Velez

E-mail: coltscomms@gmail.com

## **The type of personal information we collect**

We collect and process personal data about you when you interact with us. This will typically be provided directly by you, and may include information you provide on registration for yourself or a dependent or when engaging or volunteering with us.

We currently collect and process the following information:

- Name
- Date of birth
- Address
- Phone number
- Email address
- Parent/Guardian
- Photography preferences/consent
- Potential medical emergency information

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Registration as a player for a Waterbeach Colts team
- The parent or guardian of a player
- Volunteering with the Club
- Sign up to our newsletter

We also occasionally receive personal information indirectly, from the following sources in the following scenarios:

- Local football teams competing with Waterbeach Colts
- Cambridgeshire Football Association and the local Leagues

We use the information that you have given us in order to:

- Maintain player and parent/guardian details as per the Rules of the local football Leagues and the FA
- Maintain details of all volunteers for efficient running of the Club
- Maintain details of all volunteers working with children in order that they can apply for DBS checks and undergo appropriate training as per Safeguarding Policy
- Implement our Club Safeguarding, Safety and Emergencies policies and practices
- Schedule football matches
- Coordinate social and fundraising events
- Provide updates on club activities

Some of this information is added to Whole Game System (WGS), either by the club, or by parent/guardian of a player, or by a player themselves. WGS is the web-based system used by The Football Association (“The FA”), County Football Associations (“County FAs”), Other Football Associations (as defined in The FA’s rules), leagues and clubs for a number of their football administration functions, particularly used for club and player registration and refereeing reports. Please note the Whole Game System Privacy Policy here, <https://www.thefa.com/public/privacy/wgs-portal>

In effect, via Whole Game System, we are sharing your information with:

- The Football Association, <https://www.thefa.com/public/privacy>
- The local County FA, Cambridgeshire FA
- Local football leagues:
  - Cambridgeshire Mini Soccer league
  - Cambridge & District Colts League
  - Alan Boswell Group Cambridgeshire Girls and Women's Football League
  - Cambridgeshire County League

Your data may be moved outside the UK for data processing to distribute club communications e.g. newsletter.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting [coltscomms@gmail.com](mailto:coltscomms@gmail.com)

## **How we store your personal information**

Your information is securely stored on Wix.com.

We keep player names, ages and contact details until the end of the season in which they leave the club.

We keep parent/guardian names and contact details until the end of the season in which they leave the club.

We keep volunteer names and contact details until 2 years after the last season in which they participated.

We keep newsletter names and email addresses until we receive a request for them to be removed from our mailing list.

We will dispose of your information by deleting it and any back-ups from the club database and our mail distribution software.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [coltscomms@gmail.com](mailto:coltscomms@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [coltscomms@gmail.com](mailto:coltscomms@gmail.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>