

WOODTON UNITED FOOTBALL CLUB PRIVACY NOTICE

Woodton United Football Club (“we”, “our”, “us”) takes your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. As the organization who is responsible for, and controls the processing of your personal data, we are the data controller, and sometimes also the data processor, and will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

1. Information we may collect from you

Personal data means any information about an individual from which that individual can be identified.

We may collect, use, store and transfer some personal data of our participants (and their parents or guardians), and other members. The data we may collect from participants may include:

- Name, date of both and gender.
- Contact information such as home address, email address and telephone numbers.
- We may hold some health data or other special category data of some of our participants or members for the purposes of their health, wellbeing and welfare and, safeguarding. Where we hold this data, it will be with the explicit consent of the participant or, if applicable, the participant’s parent or guardian.

Where we need to collect personal data to fulfil our responsibilities and a participant fails to provide that data, we may not be able to honour or administer their participation in our football club.

2. How is your personal data collected?

A participant may give us their personal data by filling in forms, or by corresponding with us by post, phone, email, in person, via our website or otherwise.

3. How we use personal data

We will use personal information only for the purposes for which we have detailed in this policy.

The reason we need participants’ and members’ personal data is to be able to manage and administer the football club and it’s members in an efficient and expected manner.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/Processing Activity
to send information to you

Lawful basis for processing under Article 6 of the GDPR

Consent – we will send you information about upcoming events within the football club such as fixtures or social evenings

For research purposes

Legitimate interest – such as customer satisfaction, views on the grassroots game, participation date

To send marketing information to you	Consent – we will send you website links, social media links, posters or flyers to promote upcoming events or fixtures
To publish your views or comments	Legitimate interest – we will only do this once permission has been granted. If a participant and/or member does not want us to do this, they can object to this processing by contacting us via the details in the Contact Us section below
Publishing match and league results	We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so

4. Sharing your personal data

Our participants' and/or members' details are entered onto the Whole Game System which is administered by the FA. Referees will also add their details onto the Whole Game System. We pass information to Norfolk FA for affiliation and other reporting purposes

We may share your personal data with our affiliates and/or sponsors. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We only permit third parties to process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties if we are under a duty to comply with any legal obligation; or to protect the rights, property, or safety of our participants, members, or affiliates or others.

5. Protection of your personal data

We are committed to protecting your privacy and have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. However, the nature of the Internet is such that the data may in some circumstances flow over networks without full security measures and could be accessible to unauthorised persons.

6. Data Retention

We keep personal data on our participants and/or members while they are signed up to the football club. We will delete this data after an individual has ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. In some circumstances we may anonymise your personal data (so that it can no longer be associated to you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

7. Cookies

When you visit our website, www.woodtonunited.co.uk, we may collect, process and use information about you which may not personally identify you but which may be helpful for improving the operation of the website. Such information may be collected through "traffic data" and may entail the use of "cookies", "IP Addresses" or other numeric codes used to identify your computer. You can delete cookies or configure your computer to reject them, although this may disable the website's ability to manage individual sessions.

8. Third Party Links

Our website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave our website and to read the privacy statements applicable on those sites. This Privacy Policy does not apply to information collected on third parties' sites.

9. Your Rights

All data subjects have the right to:

- **Request access** to your personal data
- **Request rectification** of the personal data that we hold about you
- **Request erasure** of your personal data where there is no good reason for us continuing to process it
- **Object to processing** of your personal data for marketing, or where we are processing on the grounds of legitimate interest of that interest is overridden by your rights and freedoms
- **Request restriction of processing** of your personal data while we establish your data's accuracy, or verify and overriding interest to object to processing; where our use of the data has been unlawful but you do not want us to erase it; where you need us to hold the data to establish, exercise or defend legal claims
- **Request the transfer** of your personal data to you or to a third party in a structured, commonly used, machine-readable format
- **Withdraw consent** at any time where we are relying on consent to process your personal data
- **Complain** at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk)
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10. Contact Us

If you have any queries about this Privacy Policy, which to stop marketing by Woodton United Football Club, its subsidiaries or third parties or you wish to access or update your information please email secretary@woodtonunited.co.uk or write to The Secretary, Karinya, Bungay Road, Hempnall, Norwich, Norfolk, NR15 2NG.