

# Privacy Policy

## 1. Introduction

The Scottish Youth Football Association Limited (SYFA), ICO registration number Z5593947, are committed to ensuring that all personal data (information which could be used to identify someone) that we hold is processed and stored securely under current Data Protection Legislation including General Data Protection Regulation (GDPR) and Data Protection Act 2018. This Privacy Statement will explain what measures the SYFA have taken to ensure the safety and relevance of any data we may hold about you and how it meets GDPR specifications. The SYFA will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

## 2. What Data Do We Hold?

The SYFA may collect and store some of your personal data, and as such, the SYFA is the “data controller” of this data. If you register as an SYFA official (volunteer) we will ask you for the following data:

- Name
- Address inc. postcode
- Date of birth
- Phone number(s)
- Email Address
- Gender
- Potentially details of references

Additionally, **all team** and the following club roles are only granted on completion of a background check;

- Club Child Wellbeing and Protection Officer
- Club Coach Coordinator
- Club PVG Additional Signatory

This is in the form of a Protecting Vulnerable Groups (PVG) check by Disclosure Scotland, and as such also includes a criminal records check.

We may retain copies of correspondence, disciplinary records or complaints for future reference in line with our retention schedule. This data will be held securely within the SYFA.

Please note player data is stored on the Scottish Football Association (SFA's) server at <https://www.scottishfalive.co.uk/syfa/>, and as such player data is held in accordance with the SFA's Player Privacy Policy which can be found [here](#).

## 3. Why Do We Need Your Data?

We need your information to:

- Manage your SYFA membership, including verifying if you have completed mandatory training and child protection requirements;
- Provide and process insurance and PVG checks;
- Respond to questions, comments, concerns or other correspondence we may receive.

If you fail to provide certain information when requested, we may be unable to register you as a player or official which would result in you/ your team being unable to participate in football under the SYFA's jurisdiction.

#### **4. Who Do We Share Your Personal Data With?**

**The SYFA will share your data with:**

- Relevant Leagues
- Scottish FA
- Volunteer Scotland
- Disclosure Scotland

Additionally, we may be required to share personal data with statutory, legal or regulatory authorities and organisations.

We will not share your data for the purpose of marketing unless you have given us your express consent to receive marketing communications.

We will not transfer your personal information to countries outside the European Economic Area.

#### **5. How Do We Protect Your Personal Data?**

We 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. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

#### **6. What Are Your Rights?**

Under Data Protection Legislation, you are entitled to exercise the following rights over your personal data:

- Right to object: You can object to our processing of your information.
- Access to your personal information: You can request access to a copy of your information that we hold, along with information on what personal information we use, why we use it, who we share it

with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge.

- Right to withdraw consent: If you have given us your consent to use your information to send you marketing emails, you can withdraw your consent at any time or by clicking the "unsubscribe" link in any marketing email which you receive.
- Rectification: You can ask us to change or complete any inaccurate or incomplete personal information held about you.
- Erasure: You can ask us to delete your information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- Portability: You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- Restriction: You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.
- Make a complaint: You can make a complaint about how we have used your information to us by contacting us, or to a supervisory authority - for the UK this is the Information Commissioner's Office, at <https://ico.org.uk/>.

## **7. Legal Basis for Using Your Personal Data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- (a) Where we need to perform the contract we have entered into with you;
- (b) Where we need to comply with a legal obligation

## **8. Contact Us**

If you have any queries or requests relating to your personal data, please write to:

Scottish Youth Football Association

Hampden Park

Glasgow

G42 9BF

Or Email: [florence.witherow@scottish-football.com](mailto:florence.witherow@scottish-football.com)

July 2019