



ACCREDITED
PART OF ENGLAND FOOTBALL

DAWES HERNHILL HERONS FOOTBALL CLUB (DHHFC) DATA PROTECTION PRIVACY NOTICE

Introduction

Dawes Hernhill Herons Football Club is committed to process any personal information it holds only in ways that are fair, transparent, and meet its legal obligations, in accordance with the Data Protection Act and its successor the General Data Protection Regulations (GDPR).

Data protection principles

The legislation sets out various data protection principles. These include that personal information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection.

Legal basis for processing

The legislation requires that there is a clear legal basis for processing personal information. In general, DHHFC relies on the individual's consent to process their data. Where there are exceptions such as a legal obligation, contractual agreement, DHHFC's legitimate interest, they will be noted.

Please note that if consent is withdrawn then your membership of DHHFC might be severely curtailed.



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Purpose	Personal Information Used	Lawful basis	Retention
DHHFC Annual player membership forms	Contact information, medical information, consents for communication and publicity rights.	Necessary for us to contact parents regarding matches and training and manage your membership	One month after completion of Footballing Season – 31 st August each year
Player Spreadsheet	Contact information, medical information, consents for communication and publicity rights.	Necessary for us to contact parents regarding matches and training and manage your membership	One month after completion of Footballing Season – 31 st August each year
League Registration Forms (ages Under 7 upwards)	Contact information, medical information, consents for communication and publicity rights. Photograph for league membership.	Necessary to prove identity for League Matches	One month after completion of Footballing Season – 31 st August each year
Coaches and Volunteer Consent form	Contact details, medical information, next of kin, consents for communication and publicity rights.	Necessary for us to contact the coaches/volunteers or emergency contacts	One month after the coach/volunteer has resigned their position.
Minutes of Club Meetings	Coaches information, general club information	We have a legitimate interest in keeping these records and to comply with Charity Commission	Indefinitely

Security

All hard copy paperwork is kept securely with the Club Secretary or Child Welfare Officer. IT data is stored using secure cloud hosting facilities supplied by Google LLC.

Your rights in relation to personal information

The legislation conveys various individual rights. These include the following:

- The right to be informed about how your personal information is being used;
- The right of access to personal information we hold about you;
- The right to request the correction of inaccurate personal information we hold about you;
- The right to request the erasure of your personal information in certain limited circumstances;



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- The right to restrict processing of your personal information where certain requirements are met;
- The right to object to the processing of your personal information;
- The right to request that we transfer elements of your data either to you or another service provider;
- The right to object to certain automated decision-making and profiling processes using personal information.

You can read more about your rights at <https://ico.org.uk/for-the-public/>

Complaints or Queries

DHHFC tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind.

Confidentiality will be preserved during the investigation of a complaint to safeguard the interests of everyone concerned unless disclosure is necessary to progress the complaint.

If you want to make a complaint about the way we have processed your personal information, please contact us in writing to the address provided at the end of this Notice.

Access to personal information

DHHFC tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by asking. This is formally known as a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- Give you a description of it.
- Inform you why we are holding it.
- Inform you whom it could be disclosed to.
- Let you have a copy of the information in an intelligible form.

To make a request to DHHFC for any personal information we may hold you need to put the request in writing to the address provided below. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes.



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Disclosure of personal information

Except as described in this Privacy Notice, we will not disclose personal data without consent.

Legal Obligation

We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

Malpractice / Maladministration

An investigation into malpractice may result in personal information being shared with the regulatory authorities, other legal body, Football Association or third party that notified us of the suspected or actual malpractice. In this case DHHFC will rely on consent and/or legal and/or legitimate interest as the legal basis for holding and sharing this information.

How to contact us

Please send any data protection enquiries to: Hernhillherons@gmail.com



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