



Data protection and privacy policy – Richmond & Kew Football Club

For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws, the controller is Richmond and Kew Football Club (the “Venue”), a Standard Chartered football club.

About this policy

This privacy policy sets out the way we process your personal data and we’ve created this privacy policy to make sure you are aware of how we use your data as a member of our football venue.

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website or via email, or when you interact with us during your time as a member in various other ways (for example, where you enter a raffle or renew your membership);
- From someone else who has applied for membership on your behalf (for example a family member or your team coach who has provided us with your contact details for that purpose);

The types of information we collect

As a member of the Venue, we may collect certain information about you, which will include; your name, date of birth, gender, email address, address and telephone number(s).

How we use personal data

Personal data provided to us may be used for the purposes set out below:

Membership and club management

- Processing of membership forms and payments;
- Share data with staff and other members to provide information about club activities, membership renewals;
- Publishing of league and tournament results;
- Electronic club records (all members) and website management (staff and members contributing to club functions);
- Fulfilment of merchandise or other club orders;
- Club communications;
- Training and competition entry; and
- Share data with club coaches or officials to administer team training sessions.

Funding and reporting purposes

- Due to COVID-19, we may have to provide your name and contact details to the NHS Track and Trace team;
- Anonymised data shared with a funding partner as condition of grant funding e.g. Local Authority, Sport England, National Lottery Sports Funding, etc.; and
- Anonymised data to monitor club trends

Our current policy is not to share any personal data with third parties other than outlined in the purposes above which are directly related to your membership and participation in football events, so we have therefore not collected consent to share personal data from the wider membership. Your personal data will not be shared with any other third party without your explicit consent.

Your personal data will be set inactive for a period of 12 months if you do not renew your annual membership. If you still have not renewed after 12 months your data will be completely deleted.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation that makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute and we may be entitled to refuse requests where exceptions apply including to meet our legal obligations.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Lucy Clements by email:

lucyclements93@hotmail.com

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.