WARMLEY RANGERS FC

Privacy Policy

How we collect, use, protect and share personal information

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Next scheduled review	03/10/2027

Approved for publication by Warmley Rangers Football Club.

Privacy and Data Protection Contact
Charlie Cottrell, Club Secretary
Secretary@WarmleyRangersFC.onmicrosoft.com

1. About this Privacy Policy

Warmley Rangers Football Club ("Warmley Rangers FC", "the Club", "we", "us" or "our") is committed to respecting and protecting the privacy of our players, parents and guardians, coaches, volunteers, officials, supporters and anyone else who interacts with the Club.

This Privacy Policy explains:

- what personal information we may collect;
- why we collect and use it;
- how we protect it;
- when it may be shared;
- how long we keep it; and
- the rights individuals have in relation to their personal information.

As a youth football club, we recognise that children's personal information requires particular care and protection.

2. Who is responsible for your information?

For the personal information covered by this Privacy Policy, the data controller is:

Warmley Rangers Football Club
Bristol, South Gloucestershire
BS30 9TL

Privacy and Data Protection Contact: Charlie Cottrell, Club Secretary
Email: Secretary@WarmleyRangersFC.onmicrosoft.com

Questions or concerns about how Warmley Rangers FC handles personal information should initially be directed to the Club Secretary using the contact details above.

3. Personal information we may collect

The information we collect depends upon your relationship with the Club and the activities or services in which you participate.

Players

- name;
- date of birth;
- age group or school year;
- contact information;
- registration and membership information;
- team and playing information;
- attendance information;
- subscription and payment status;
- emergency contact details;
- photographs or video, where appropriate;
- information relating to participation in Club activities; and
- other information reasonably necessary to administer Club membership and football activities.

Parents and guardians

- name;
- relationship to the player;
- email address;
- telephone number;
- emergency contact details;
- communication preferences;
- photography and video preferences;
- payment and subscription information; and
- correspondence with the Club.

Medical, welfare and accessibility information

Where necessary to support safe participation, we may collect information concerning:

- medical conditions;
- allergies;
- injuries;
- medication;
- accessibility requirements;
- additional support requirements; and
- other information relevant to the safe participation and welfare of a player.

Health information can constitute special category personal data and therefore requires additional protection. We will seek to collect only the information reasonably necessary for the relevant purpose.

Coaches and volunteers

- name;
- contact details;
- Club role;
- availability;
- qualifications;
- training records;
- safeguarding and compliance information;
- DBS-related status information where appropriate;
- emergency contact details; and
- information necessary to administer a coaching or volunteer role.

4. How we collect your information

We may receive personal information through:

- player or membership registration;
- trial and waiting-list registrations;
- Microsoft Forms and other Club forms;
- enquiries submitted through the Club website;
- communications with Club officials;
- team administration;
- attendance records;
- payment and subscription processes;

- volunteer registration;
- safeguarding and welfare processes; and
- other Club activities.

We may also receive appropriate information from relevant football, league or governing organisations where permitted.

5. Why we use personal information

We may use personal information to:

- administer Club membership;
- register and manage players;
- organise teams, training sessions, matches and Club activities;
- manage trials and waiting lists;
- maintain attendance records;
- communicate with parents, guardians, players and volunteers;
- manage subscriptions and payments;
- support the health, safety and welfare of participants;
- respond appropriately to emergencies;
- manage coaches and volunteers;
- maintain appropriate safeguarding and compliance records;
- administer Club events;
- respond to enquiries;
- operate our website and digital services;
- maintain appropriate Club records;
- meet applicable legal, regulatory, safeguarding or football-governance requirements;
- send optional Club information where the recipient has chosen to receive it; and
- manage photographs or video where there is an appropriate basis for doing so.

We will not use personal information for an unrelated purpose simply because the Club already holds it.

6. Our lawful basis for using personal information

UK data protection law requires us to have an appropriate lawful basis when processing personal information. Depending upon the particular activity, our lawful basis may include:

Contract

Where processing is necessary to provide membership or another service that an individual has requested.

Legal obligation

Where we need to process information to comply with an applicable legal requirement.

Legitimate interests

Where processing is necessary for the appropriate administration and operation of the Club and those interests are not overridden by an individual's rights.

Consent

Where an individual has been given a genuine choice about the use of their personal information and is able to withdraw consent where applicable.

We will determine the appropriate lawful basis for the relevant processing activity rather than assuming that consent applies to all processing. Where we process special category information, such as health information, we will also identify and document the applicable additional condition for processing.

7. Children's personal information

Warmley Rangers FC is a youth football club and therefore processes personal information relating to children. We recognise that children's information requires particular care.

We aim to ensure that:

- only information necessary for an identified purpose is collected;
- children's best interests are considered when designing processes involving their information;
- information is used fairly and transparently;
- access is appropriately restricted;
- information is protected against inappropriate access or disclosure; and
- information is not retained for longer than necessary.

Where appropriate, information and permissions will be obtained through a parent or guardian.

8. Medical, accessibility and welfare information

Some Club activities require information that helps us support a player's safe participation. Access to medical, welfare and accessibility information will be limited to individuals who genuinely need the information for the relevant purpose.

We will seek to avoid collecting information merely because it may be useful in the future. Processing should be necessary and proportionate to the identified purpose.

9. Photographs and video

Warmley Rangers FC may take photographs or video in connection with Club activities. Where we ask a parent or guardian for a photography or video preference, the preference will be recorded and taken into account when determining how identifiable images of the child are used.

Subject to the appropriate permissions or other applicable basis, photographs or video may be used in:

- the Warmley Rangers FC website;
- Club news and communications;
- approved Club social-media channels;
- Club publications;
- promotional materials; and
- coverage or celebration of Club activities and achievements.

Photography and video preferences will be managed separately from general membership and programme communications where appropriate.

10. Communications

We may use contact information to send communications necessary to administer membership, teams, matches, training sessions, events and other Club activities. These may include:

- session or match information;
- changes and cancellations;
- registration administration;

- membership information;
- subscription administration;
- welfare-related communications; and
- important information concerning participation in Club activities.

Where we wish to send optional promotional communications, we will provide an appropriate choice where required. Where an individual has been given a choice about optional communications, we will respect that preference.

11. Sharing personal information

We will only share personal information where there is an appropriate reason to do so. Depending upon the circumstances, information may need to be shared with:

- authorised Club coaches and volunteers;
- relevant Club committee members or officials;
- leagues, football authorities or governing bodies;
- organisations supporting Club administration;
- technology or service providers acting on the Club's behalf;
- payment providers;
- safeguarding or welfare bodies;
- emergency services;
- insurers;
- professional advisers; or
- public authorities where disclosure is required or otherwise appropriately justified.

Where information is shared, it should be limited to what is necessary for the relevant purpose.

12. Microsoft 365 and other digital services

Warmley Rangers FC uses digital services to support the administration and operation of the Club. This may include Microsoft 365 services such as:

- SharePoint;
- Microsoft Lists;
- Microsoft Forms;
- Power Automate;
- Microsoft Teams;
- Outlook; and
- OneDrive.

These services may be used for activities including registration, communications, programme administration, attendance, records management and controlled access to Club information.

We may also use other third-party services where necessary for football administration, payments, communications, website operation or other legitimate Club activities. When introducing or significantly changing a service that processes personal information, we will consider the information being processed, who requires access to it and the relevant privacy and security requirements.

13. Keeping information secure

Warmley Rangers FC will take reasonable organisational and technical measures to protect personal information. Depending upon the information and system involved, these measures may include:

- limiting access to people who need the information;
- using appropriate system and Microsoft 365 permissions;
- avoiding unnecessary copies of personal information;
- protecting accounts and devices;
- controlling access to sensitive information;
- reviewing access when volunteers or officials change roles; and
- responding appropriately to suspected loss, inappropriate disclosure or misuse of information.

Particular care will be taken with information concerning children and sensitive health or welfare information.

14. How long we keep information

We will not retain personal information for longer than is reasonably necessary for the purpose for which it was collected, taking into account any applicable legal, regulatory, safeguarding, insurance or governing-body requirements.

Different types of Club records may therefore be retained for different periods. Where personal information is no longer required, it will be securely deleted, anonymised or otherwise disposed of appropriately.

Warmley Rangers FC will maintain appropriate records-management and retention arrangements for the categories of personal information it holds.

15. Keeping information accurate

We ask parents, guardians, players, members and volunteers to let us know when relevant information changes. This is particularly important for:

- contact details;
- emergency contacts;
- medical information;
- allergies;
- accessibility or additional-support requirements; and
- communication, photography or video preferences.

We will take reasonable steps to correct inaccurate personal information when made aware of it.

16. Your data protection rights

Depending upon the circumstances and applicable law, individuals may have rights concerning their personal information. These may include rights to:

- request access to personal information;
- request correction of inaccurate information;
- request deletion of information in certain circumstances;
- request restriction of processing in certain circumstances;
- object to certain processing;
- receive certain information in a portable format where applicable; and
- withdraw consent where processing is based on consent.

To exercise a data protection right or make an enquiry about your information, contact Charlie Cottrell, Club Secretary, at Secretary@WarmleyRangersFC.onmicrosoft.com.

We may need to take reasonable steps to verify the identity and authority of the person making a request before disclosing personal information.

17. Concerns and complaints

If you have concerns about how Warmley Rangers FC handles your personal information, please contact:

Charlie Cottrell, Club Secretary
Secretary@WarmleyRangersFC.onmicrosoft.com

If you are not satisfied with our response, you also have the right to raise concerns with the UK's data protection regulator, the Information Commissioner's Office (ICO).

18. Cookies and website information

The Warmley Rangers FC website may use cookies and similar technologies. Where cookies are not strictly necessary, appropriate information and choices will be provided through the website's cookie controls.

Further information about cookies used by the Club should be available through the applicable website cookie information or settings.

19. Changes to this Privacy Policy

We may update this Privacy Policy where necessary to reflect changes to:

- Club activities;
- the information we collect;
- technology and systems;
- Club processes; or
- applicable legal or regulatory requirements.

This policy will be reviewed at least annually, with the next scheduled review on 03/10/2027. An earlier review may be undertaken following a significant change affecting the Club's processing of personal information.

The current version will be made available through the Warmley Rangers FC website or other appropriate Club channels.

20. Contact us

For questions about this Privacy Policy, exercising your data protection rights or the way Warmley Rangers FC handles personal information, contact:

Warmley Rangers Football Club
Bristol, South Gloucestershire
BS30 9TL

Privacy and Data Protection Contact
Charlie Cottrell, Club Secretary
Secretary@WarmleyRangersFC.onmicrosoft.com