**Ottershaw Junior Football Club – Privacy Notice**

*(Updated in line with FA guidance and common junior club practice)*

Ottershaw Junior Football Club ("the Club", "we", "us") takes your privacy extremely seriously. This Privacy Notice explains how we collect, use, store and protect personal information about players, parents/carers, volunteers, coaches and officials. We are the **data controller**, responsible for the personal data you provide to us.

We are committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and The FA's safeguarding and data-handling requirements.

**1. What Personal Data We Collect**

We may collect the following information:

**Players**

- Name, date of birth and gender
- Contact details for parents/carers
- Medical information relevant to safe participation
- Emergency contact details
- Player photographs (with consent)
- Training and match attendance
- Team allocation and playing history

**Parents/Carers**

- Name and contact details
- Authorised collector information
- Consent preferences (photography, communication, medical disclosure)

**Coaches & Volunteers**

- Name and contact details
- FA DBS status and safeguarding qualifications
- Coaching qualifications
- Attendance at training, matches and club events

**Website & Digital Platforms**

- Contact form submissions
- Email communications
- Any data voluntarily provided through club registration systems

**2. Why We Collect Personal Data**

We collect and use personal information to:

- Register players with Ottershaw JFC and relevant leagues
- Ensure the safety and wellbeing of children
- Meet FA safeguarding requirements
- Communicate essential information to parents/carers
- Manage training sessions, fixtures and club events
- Maintain accurate medical and emergency information
- Administer club membership and waiting lists
- Verify DBS and safeguarding compliance for volunteers
- Promote the club (with consent for photography)

We only collect information that is necessary for the safe and effective running of the club.

**3. Legal Basis for Processing**

We process personal data under the following lawful bases:

- **Consent** – e.g., photography, optional communications
- **Contract** – providing football activities to registered players
- **Legal obligation** – safeguarding, health and safety, FA compliance
- **Vital interests** – emergency medical situations
- **Legitimate interests** – running and improving the club

**4. How We Store and Protect Your Data**

We take reasonable steps to keep your information secure and prevent unauthorised access, including:

- Restricted access to personal data
- Secure digital storage and password protection
- Limited sharing only with authorised club officials

- Regular review of data retention and accuracy
- Compliance with FA safeguarding and data-handling guidance

We will never sell your data or share it with third parties for marketing.

**5. Who We Share Data With**

We may share necessary information with:

- Surrey FA
- League administrators
- The FA (for DBS, safeguarding and affiliation purposes)
- Emergency services (if required)
- Venue providers (where safeguarding protocols require it)

We only share what is essential for safety, safeguarding or football administration.

**6. Photography & Video**

We will only use player images:

- With explicit parental/carer consent
- In line with FA photography and social media guidance
- In safe, appropriate contexts (e.g., team photos, matchday highlights)

Parents may withdraw consent at any time.

**7. Medical Information**

Medical details are collected solely to ensure safe participation. Parents/carers remain responsible for administering medication, in line with FA Play Phase guidance.

Medical information is only shared with coaches or officials who need it for safeguarding purposes.

**8. Data Retention**

We keep personal data only for as long as necessary:

- Player data: retained for the duration of membership + 1 season
- Medical/emergency data: deleted when no longer required
- DBS/safeguarding records: retained in line with FA requirements
- Contact details: removed when membership ends or consent is withdrawn

**9. Your Rights**

You have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request deletion of your data (where legally permitted)
- Withdraw consent at any time
- Request restriction of processing
- Make a complaint to the Information Commissioner's Office (ICO)

**10. Contact Us**

If you have any questions about this Privacy Notice or how we handle your data, please contact:

**Club chairman:** Stuart **Email:** stuartmoore1990@hotmail.co.uk **Website:** https://ottershaw-jfc.co.uk/

**11. Updates to This Notice**

We may update this Privacy Notice periodically to reflect changes in legislation or club practice. The latest version will always be available on our website.