



Moreton Men Sports Group CIC Data Protection Policy

Policy Date: 25/07/2025

Review Date: 25/07/2026

1. Policy Statement

Moreton Men Sports Group CIC is committed to protecting the privacy and security of personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy explains how we collect, use, store, and protect personal information relating to members, players, volunteers, staff, and supporters.

2. Scope

This policy applies to:

- Players and members
- Volunteers and directors
- Coaches and staff
- Partner organisations
- Website and social media contacts

3. Data We Collect

We may collect and process the following information:

- Full name
- Address
- Telephone number
- Email address
- Emergency contact details
- Medical information (where relevant for safety)
- Attendance records
- Payment records
- Photographs or videos (with consent)

4. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Consent
- Contractual necessity (membership and participation)
- Legal obligation
- Legitimate interest (running the organisation effectively)

5. How We Use Personal Data

We use personal data to:

Register members and manage participation

6. Data Storage & Security

- Data is stored securely on password-protected devices or encrypted cloud services.
- Paper records (if any) are kept in locked storage.
- Access is limited to authorised directors and designated officers.
- Devices used for club administration are protected by secure passwords.

7. Data Retention

We retain data only as long as necessary:

- Membership records: Up to 3 years after membership ends
- Financial records: 6 years (legal requirement)
- Medical/emergency data: Deleted when no longer required
- Incident reports: 6 years
- After this period, data will be securely deleted or destroyed.

8. Sharing of Data

We do not sell or trade personal data.

Information may be shared with:

- League organisers
- The Football Association (if required)
- Emergency services (if required)
- Insurance providers (in case of claims)

All third parties are expected to comply with data protection law.

9. Individual Rights

Individuals have the right to:

- Access their personal data

- Correct inaccurate information
- Request deletion (where legally possible)
- Restrict processing
- Withdraw consent at any time
- Requests should be made in writing to the Director.

10. Data Breach Procedure

In the event of a data breach:

- The breach will be recorded immediately.
- Risk will be assessed within 24 hours.
- If required, the ICO will be notified within 72 hours.
- Affected individuals will be informed if necessary.

11. Policy Responsibility

The Director(s) of Moreton Men Sports Group CIC are responsible for ensuring compliance with this policy.

Declaration & Approval

This policy was approved on 25/07/2025

Director Signature



Name:

ADAM TOWNSEND

Date: 25/07/2025

Data Protection Lead (if different from Director)

Signature:

Name:

Date: