

Data Protection Policy

Policy Statement

Readstone United Junior Football Club ("the Club") takes the privacy and security of personal information seriously.

The Club is committed to protecting personal data and complying with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Club acts as the Data Controller for the personal information it collects and processes for the purpose of running the Club and providing organised football opportunities for children and young people.

The Club will take reasonable steps to ensure personal data is handled lawfully, fairly, securely and transparently.

What Personal Data Does the Club Collect?

The Club may collect personal information relating to players, parents/carers, volunteers and officials, including:

Player Information

- Name
- Date of birth
- Gender
- Address
- Parent/carer contact details
- Emergency contact details
- Registration details
- Team and playing information

Parent/Carer & Volunteer Information

- Name
- Contact details
- Address
- Relevant role information.

Medical & Welfare Information

The Club may collect information relating to medical conditions, allergies, injuries or additional support needs where necessary to protect the health, welfare, safeguarding and wellbeing of participants.

This information is classed as special category data and will only be processed where necessary and with appropriate consent or lawful basis.

Why Does the Club Process Personal Data?

The Club uses personal information for legitimate Club purposes, including:

- Registering players and volunteers
- Managing memberships and subscriptions
- Organising training, fixtures and events
- Communicating with parents/carers and members
- Supporting safeguarding, welfare and player wellbeing
- Recording relevant medical information where necessary
- Sharing information with football governing bodies
- Managing discipline, insurance or legal matters where necessary

Who Does the Club Share Data With?

The Club may share personal data where necessary with:

- Relevant football leagues
- Lancashire Football Association
- The Football Association
- Football registration and competition platforms
- Welfare, safeguarding or statutory authorities where legally required

The Club will not sell personal data or share it with unrelated third parties without consent unless legally required to do so.

Digital Platforms & Communication

The Club may use approved communication and administration platforms (for example team communication apps, registration systems or Club management software) to organise football activities and communicate with members.

Club officials are expected to use these systems responsibly and in accordance with safeguarding guidance.

Data Security

The Club will take reasonable and proportionate measures to protect personal information, including:

- Password-protected devices and systems
- Restricted access to information
- Secure sharing of information only where necessary
- Safe storage and deletion practices

Only authorised Club officials will have access to personal data necessary for their role.

How Long Will Data Be Kept?

The Club will only retain personal information for as long as necessary.

In most cases, personal data will be retained for the duration of membership and for up to three years after membership ends, unless a longer retention period is required for safeguarding, legal, insurance or regulatory reasons.

Data that is no longer required will be securely deleted or destroyed.

Individual Rights

Individuals have rights under data protection law, including the right to:

- Request access to personal information held by the Club
- Request correction of inaccurate information
- Request deletion of information where appropriate
- Raise concerns regarding how personal data is handled

Requests should be made to the Club Secretary.

Consent

By registering with the Club, members and parents/carers acknowledge that the Club will process personal information for the legitimate purposes set out in this policy.

Specific consent may be requested separately where required (for example photography, medical information or marketing/social media).

Policy Review

Approved by: Readstone United JFC Committee

Last Reviewed: 07/06/2026

Next Review Date: 07/06/2027