



Curley Park Rangers Football Club, Connaught Pavilion, Whitmoor Road, Bagshot GU19 5QE

Data Protection Policy

All data collected, processed & held by all officials of the club is subject to the terms of the General Data Protection Regulation 2018 (GDPR).

All personal data relating to players & club officials will be held on FA, league or club systems. There is no requirement for club officials to hold personal data outside of these systems on spreadsheets or on paper. If officials do hold personal data outside of these systems it must be password protected if held on personal PCs or secured within a locked container or drawer if held on paper.

All personal data however held must only be held for the appropriate duration and be securely disposed of once it becomes out of date.

The club's **Data Protection Officer (DPO)** is responsible for advising club officials & ensuring the provisions of the act are communicated to officials. The DPO will be appointed annually at the AGM. Club officials are anybody holding a position of responsibility within the club.

Personal data is any information that relates to an identifiable individual. The club requires personal information to provide a safe environment for the child & to allow the club to provide the registration information required by the FA & the leagues we compete in. By signing the club's registration document parents / guardians are agreeing to the collection, transfer to approved systems & secure holding of this information by club officials.

All personal data is available to the 'data subject' (individual) that registered. This is achieved by sending an email request to the **Data Protection Officer**.

Processing is any use of personal data, this includes storing it, using it, sending it to another person or system. If you do anything to personal data you will be considered as "processing" it.

Consent is required by the club for all 'data subjects' (individuals) upon completing the club registration process. This is achieved at the point of completing the club registration process.

The club requires the following information to be held in relation to officials & players. Officials must not hold any other information.

Club Officials & team managers / coaches will hold the following information about players registered to their team:

- Name
- Date of birth (including proof)
- Gender
- Nationality
- Country of birth
- Photograph (head and shoulder only)
- Address
- Contact details - phone number, email address
- Emergency contact details - name, relationship to child, home & mobile phone numbers, email address
- School attended
- Membership of other football clubs
- Medical ailments
- FA Identity number (FAN)

Club officials will hold the following information about managers, coaches & all helpers to the team

- Name
 - Date of birth
 - Address
 - Contact details - home & mobile phone numbers, email address
 - Emergency contact details
 - Medical ailments
 - FA Identity number (FAN)
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Personal data will be held on the following systems for club purposes

- FA Whole Game & FA Full Time
- North East Hants Youth League
- East Berks Football Alliance "GotFootball"
- Surrey Youth League "Prawn Sandwich"
- Curley Park Rangers Sportsreg
- Curley Park Rangers Team App
- Mobile Devices



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The FA & leagues have confirmed that their systems meet the requirements on information security & that online terms & privacy notices cover known & intended uses of their systems in accordance with the GDPR.

The Curley Park Rangers website meets the requirements on information security & that online terms & privacy notices cover known & intended uses of their systems in accordance with the GDPR.

Curley Park Rangers Data Protection Officer

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