



CAMBOURNE TOWN FC

GENERAL DATA PROTECTION REGULATION (GDPR) POLICY DOCUMENT



Cambourne Town Football Club ("we", "our", "us") takes your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. As the organisation who is responsible for, and controls the processing of your personal data, we are the data controller, and sometimes also the data processor, and will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it.

We may update this Privacy Notice from time to time, and will inform you of any changes in how we handle your personal data.

1. Information we may collect from you

Personal data means any information about an individual from which that individual can be identified.

We may collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other members. The data we collect from participants may include:

- Name, date of birth and gender.
- Contact information, such as home address, email address and telephone numbers.
- We may hold some health data or other special category data of some of our participants or members for the purposes of their health, wellbeing and welfare and, safeguarding. Where we hold this data, it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil our responsibilities and a participant fails to provide that data, we may not be able honour or administer their participation in football.

2. How is your personal data collected?

A participant may give us their personal data by filling in forms or by corresponding with us by post, phone, email, in person, via our website or otherwise.

3. How we use personal data

We will use personal information only for the purposes for which we have been provided with such information.

The reason we need participants' and members' personal data is to be able to administer memberships, ensure appropriate registration of players with Cambridgeshire FA, and meet required safeguarding steps. Our lawful basis for



processing personal is that we have an obligation to individuals as participants or members to provide the services for which they have paid.

We have set out below, a description of all the ways we plan to use your personal data:

- To respond to your enquiries
- To administer team and player registration
- To send information to you
- To publish your views or comments on our website, any other website operated by us or our subsidiaries or in other media (e.g. Facebook or Twitter)
- For management and execution of our complaints process
- Sharing data with coaches which supports welfare and safeguarding requirements and the effective operation of the club to execute its operational functions including but not limited to the collection of fees and the ordering of playing kit
- Sharing data with leagues, county associations and other competition providers for registration purposes.
- Publishing match and league results

3. Sharing your personal data

We will enter participant and / or member details onto Whole Game System which is administered by the FA. We pass information to the FA for affiliation and other reporting purposes.

We may disclose your personal information to third parties if we are under a duty to comply with any legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

4. Protection of your personal data

We are committed to protecting your privacy and have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. However, the nature of the Internet is such that the data may in some circumstances flow over networks without full security measures and could be accessible to unauthorised persons.

5. Data Retention

We keep personal data on our participants, members, and other website users while they are signed up to any of our website services. We will delete this data after an individual has ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.



In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

6. Use of Veo Cameras

We may make use of Veo cameras for coaching purposes and as an aid to player development.

If we do, we will always seek permission from the opposition in advance (where it is being used during a fixture), no personal data will be held by the Club or the manufacturer.

Access to the recorded footage will be via a secure login link, and the footage will not be shared on social media.

7. Cookies

When you visit our website, we may collect, process and use information about you which may not personally identify you but which may be helpful for improving the operation of the website. Such information may be collected through "traffic data" and may entail the use of "cookies", "IP Addresses" or other numeric codes used to identify your computer. You can delete cookies or configure your computer to reject them, although this may disable the website's ability to manage individual sessions.

8. Third Party Links

This website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave this website and to read the privacy statements applicable on those sites. This privacy policy does not apply to information collected on third parties' sites.

9. Your Rights

All data subjects have the right to:

- **Request access** to your personal data
- **Request rectification** of the personal data that we hold about you.
- **Request erasure** of your personal data where there is no good reason for us continuing to process it.
- **Object to processing** of your personal data for direct marketing, or where we are processing on the grounds of a legitimate interest of that interest is overridden by your rights and freedoms.
- **Request restriction of processing** of your personal data while we establish the data's accuracy or verify an overriding interest to object to processing; where our use of the data has been unlawful but you do not want us to erase



it; where you need us to hold the data to establish, exercise or defend legal claims.

- **Request the transfer** of your personal data to you or to a third party in a structured, commonly used, machine-readable format.
- **Withdraw consent at any time** where we are relying on consent to process your personal data.
- **Complain** at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk)

10. Contact Us

If you have any queries about this Privacy Policy, or you wish to access or update your information please

email marketingandsponsorship@cambournetownfc.org.uk