

Haverhill Rovers Football Club

The New Croft, Chalkstone Way, Haverhill, Suffolk CB9 0BW

An FA Charter Community Club affiliated to Suffolk FA

working in partnership with Haverhill Community Sports Association



RESPECT OWNERSHIP VOLUNTEERS EXCELLENCE RESILIENCE STRIVING

Be part of it...

PRIVACY NOTICE

Haverhill Rovers FC (Club) ("we", "our", "us") take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. This policy relates to all personal data requested, stored and used by Haverhill Rovers Football Club in the pursuance of its activities. We are the data controller, responsible for the reasonable care of all processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable with the applicable UK data protection legislation and the General Data Protection Regulation (GDPR).

WHAT PERSONAL DATA WE HOLD ON YOU

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

We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

Haverhill Rovers Football Club will request members provide information at point of registration through the player's registration form, club website and at other times dependant on special events and activities and therefore the information requested will vary depending on the reason for the collection.

The information provided includes, but is not limited to, name, date of birth and/or age, address, e-mail address, phone number, gender and the contact details of a third party in the case of emergency. We may also ask for relevant medical/health information, which is classed as special category personal data, for the purposes of your health, wellbeing, 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. In some instances, the provision of certain information will be mandatory.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

Haverhill Rovers FC will request all club sponsors provide current information with respect to their business to ensure our sponsorship database is maintained up-to-date i.e. business name, trading address, contact details etc. Data will be shared and/or processed only by authorised personnel of Haverhill Rovers F C solely for the purpose it was gathered for, in addition to invoicing. Dependant on the type of club sponsorship agreed, the club will seek sponsor consent to display a banner ad on its club website, possibly other forms of agreed advertisements such as in programmes and/or a link to a sponsor's website.



@HaverhillRovers

Haverhill Rovers Football Club

www.pitchero.com/clubs/haverhillroversfc



WHY WE NEED YOUR PERSONAL DATA

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the football club and the teams within it to arrange matches; to administer memberships and provide the membership services you are signing up to when you register with Haverhill Rovers F C.

It is also used for the purpose of verifying a member's identity, responding to enquiries, sending information to members and registering that player with the league of the team they are playing for.

The Haverhill Rovers Football Club Website and club form will hold members data in teams to support communication of team activities, the team set up, team communications and team progress. Our website may contain links to other sites. Please be aware that Haverhill Rovers Football Clubs is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of Haverhill Rovers Football Club that they need to read the privacy statements applicable on the other sites that they are linked to.

Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

We have set out a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

PURPOSE/ PROCESSING ACTIVITY	LAWFUL BASIS FOR PROCESSING UNDER ARTICLE 6 OF THE EU GDPR.
Processing Membership, Registration Forms, Payments/Subs; Creation of our Youth & Senior Membership Database.	Performance of a CONTRACT
Sharing data with Coaches, Managers and HRFC and HCSA staff to run training sessions or to enter events.	Performance of a CONTRACT
Sharing data with leagues we are in membership of; county associations and other competition providers for entry in events.	Performance of a CONTRACT
Sharing data with the league, members of staff and coaches/managers to organise matches	Performance of a CONTRACT
Sharing out match or club information or updates to coaches/managers and opposition	Performance of a CONTRACT
Sharing data with committee members to provide information about club activities; membership renewals or invitation to social events	The Club has a LEGITIMATE INTEREST to maintain member and participant correspondence for club community purposes.
Sharing data with third party service or facility providers	The Club has a LEGITIMATE INTEREST to run the organisation efficiently and as it sees fit. Provision of some third-party services is for the benefit of the Club, participants and its members.



PURPOSE/ PROCESSING ACTIVITY	LAWFUL BASIS FOR PROCESSING UNDER ARTICLE 6 OF THE EU GDPR.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	The Club has a LEGITIMATE INTEREST to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members.
To ensure we understand possible health risks – Share data with Team Coaches/Managers.	CONSENT. We will only process details on your medical history with your consent.
Publishing match and league results	CONSENT. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian
Sending out marketing information such as newsletters; promotions; fundraising flyers and information about promotions and offers from sponsors	CONSENT. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent.
Promotion of club and kit sponsors via the club website/programmes/newsletters etc	CONSENT. We will only publish your business info and/or disclose data to a third party with your consent.

WHO WE SHARE YOUR PERSONAL DATA WITH

When you become a member of Haverhill Rovers F C, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) entered onto the Whole Game System database, which is administered by the FA. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

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

The Club’s data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

STORAGE /PROTECTION OF YOUR PERSONAL DATA

Haverhill Rovers Football Club stores information in respect of the club membership electronically and in paper format. All electronic data is held in a secure manner. Access to this data is strictly controlled by the member of Committee assigned to that specific task that holds such data.

If there are any paper copies of any club members, data is held by the Club Secretary. Individual team data in electronic or paper format is held by each Manager and Coaching staff (as required) of the team.

We 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.



HOW LONG WE HOLD YOUR PERSONAL DATA – DATA RETENTION

Data obtained via the registration process will be only kept for the period of the current season and a further 1 season.

Data obtained via the club website will be kept for the period of being a registered member of Haverhill Rovers Football club unless agreed with the club.

Data obtained from sponsors will be retained for no longer than two seasons unless a request is made to do so earlier.

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club.

Any club participant (i.e. player) or club member leaving Haverhill Rovers Football Club must inform the Club Secretary as soon as possible by emailing barbarajoneshrfc@outlook.com

UPDATING OF PERSONAL INFORMATION AND CIRCUMSTANCES

If there is a change to a member's personal information or circumstance for example their contact details or leaving the club, the team manager must be informed. It is their responsibility to ensure the Club Secretary is informed ASAP to ensure all club records are maintained as accurately as possible.

ACCESS TO MEMBER'S PERSONAL INFORMATION

Club members and their players have the right to access the information that Haverhill Rovers Football Club holds about them. In order to do this a written application is to be made to the Club Secretary at the Club registered address of The New Croft, Chalkstone Way, Haverhill, Suffolk CB9 0PW or via emailing barbarajoneshrfc@outlook.com. Such information will be provided within 30 days.

DISPOSAL OF PERSONAL INFORMATION

Haverhill Rovers Football Club will dispose of data securely and permanently as required.

We will delete data annually as required in line with our data retention period or after a participant or member has left or otherwise 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. The personal data that is stored on Whole Game System is subject to their privacy policy, so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System, then please contact them.

YOUR RIGHTS REGARDING YOUR PERSONAL DATA

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

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

If you have any questions about this Privacy Notice, then please contact Haverhill Rovers F C Club Secretary.