

**Club Privacy Notice**

Wythenshawe Amateurs Football Club (WAFC) take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you.

**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 and your child when you register with the Club, by filling in forms or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We will also ask for relevant medical information, for the purposes of health, welfare and safeguarding. We may also ask which school your child attends as required for FA & league registration.

**Why we need your personal data**

We will only use personal data for any purpose for which it has been specifically provided. We do not share your data with non-essential third parties (e.g marketing companies).

The reason we need participants’ and members’ personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. 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 below, in a table format, 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.

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| **Purpose/ Processing Activity** | **Lawful Basis for processing under Article 6 of the GDPR.** |
| Processing membership forms and payments/ subs | Performance of a contract |
| Organising matches | Performance of a contract |
| Sending out match or Club information and updates | Performance of a contract |
| Sharing data with coaches, managers or officials to run training sessions or enter events | Performance of a contract |
| Sharing data with leagues we are in/members of, county associations, the FA and other competition providers for entry in events | Performance of a contract |
| Sharing data with committee members to provide information about club activities, membership renewals or social events | The Club has a legitimate interest to maintain member and participant correspondence for club community purposes. |
| Publishing match and league results and reports on our website, newsletters, social media and local newspapers | 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 15 then only with written consent of parent/guardian |
| Sending out information about promotions, offers from sponsors and other football related services | 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. |

**Who we share your personal data with**

From 2018, when you re-register or become a member of the Club your information will be 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 football related third parties, such as referees, coaches or match organisers. Third-party football related 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.

**Protection of your personal data**

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**

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. We will delete this data within three months of notification of 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**

You have the right to view, amend or delete your personal data at any time.

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 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 Claire Barratt, Junior Admin Officer at payments@wafcadmin.co.uk