

# Bedford Ladies and Girls Football Club (BLGFC)

## Privacy Notice

This notice is effective from 13<sup>th</sup> May 2020.

This privacy notice sets out how BLGFC uses and protects any personal data that is collected by us.

BLGFC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy notice.

We reserve the right to update this privacy notice at any time and a copy of our up-to-date privacy notice will be available here on our website. We may notify you in other ways from time to time about the processing of your personal data.

### How is personal information collected?

We collect information:

- Through our player registration process
- In the course of delivering training sessions in various locations, both in schools and in the local community.
- Occasionally through our interactions on social media

### What personal information do we collect and how is it used?

BLGFC collects personal information for the following purposes. We will use this information to provide the services requested.

Data we collect	We use it for	Lawful basis for processing data
Name, address, contact details (including phone and email) and sensitive data (such as date of birth, gender, ethnicity and disability).	All purposes relating to managing an amateur football club. This includes registering all players with the FA.	Legitimate interest
Name, address, contact details (including phone and email), bank details, pension information, sickness information and other personal and sensitive data relating to employment and volunteering with the organisation.	All purposes relating to the employment of staff. All purposes relating to the management of volunteers (including coaches).	Legal obligation Contract Legitimate interests
Mobile phone numbers	Group messaging to assist the day-to-day management of individual football teams. Because of the nature of the group messaging system, this data is shared with other parents/players in the same team.	Consent

### What does legitimate interest mean?

In order to undertake its charitable activity and account for its activities to funders, regulators and other stakeholders, BLGFC has to collect and process a certain amount of data, some of which will be personal data.

### **Why do we ask for sensitive data?**

We sometimes ask for sensitive data, such as disability and ethnicity to help us with equal opportunities monitoring so we can demonstrate that we are reaching all sectors of the community, and fulfilling our commitment to equal opportunities. When we compile this data, it is done anonymously.

### **Data sharing**

The personal data of players, coaches and other officials related to the club is shared with the FA via the Full-Time and Whole Game systems.

The Privacy policy of the Full-Time System can be found here –

<http://www.thefa.com/public/privacy/fulltime>

The Privacy policy of the Whole Game System can be found here –

<http://www.thefa.com/public/privacy/wgs-portal>

In occasional circumstances, we may need to disclose your details, to police, regulatory bodies or legal advisors.

### **Data retention and security**

We will take reasonable precautions to ensure your data is not lost, misused or falsely altered.

Data is only retained for as long as we need it to provide you with the service you asked for.

### **Data Processing**

BLGFC has written agreements in place with the following third parties that we use to process data:

- The **Whole Game System** is a web-based system used by The Football Association Limited (“The FA”), County Football Associations (“County FAs”), Other Football Associations (as defined in The FA’s rules), leagues and clubs for a number of their football administration functions. It is particularly used for club and player registration and refereeing reports.
- **Full-Time** is a web-based system, provided by The Football Association Limited (“The FA”), that is used by leagues and clubs for a number of their football administration functions. It is particularly used for registration, recording of performance details for players during matches, collating details on fixtures and results and refereeing marks.
- **Dropbox** is used to store files
- **Eventbrite** is used for events and training courses

Dropbox and Eventbrite are United States based companies and therefore information may be transferred to, stored, or processed in the United States. Both providers ‘participate in and comply with the EU-U.S. Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of Personal Data (defined in Section 2.1) from European Economic Area (“EEA”) member countries.’

### **Your rights**

- You have the right to request access to your data
- You have the right to correct your data if it is incorrect
- You have the right to request erasure of your data
- You have the right to object to your data being processed

If you wish to exercise any of these rights please contact BLGFC on [info@bedfordladies-girlsfc.org](mailto:info@bedfordladies-girlsfc.org)

### **The use of automated decision making**

Your data is not used in any automated decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

### **The use of cookies on our websites**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

This may prevent you from taking full advantage of the website.

By using the BLGFC website you agree to the use of cookies on the site.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should be aware that we do not have any control over external websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy notice. You should exercise caution and look at the privacy notice applicable to the website in question.

### **How to lodge a complaint**

If you have a complaint regarding the processing of your personal data then please contact BLGFC on [info@bedfordladies-girlsfc.org](mailto:info@bedfordladies-girlsfc.org). You also have the right to lodge a complaint with the supervising authority, the Information Commissioner's Office (ICO), at any time. Should you wish to exercise that right, the full details are available at the ICO website.