



## Privacy Notice

This privacy notice explains how we use any personal information we collect about you (the parents or guardians) and your child, the “player”.

### **What information do we collect about you and the player?**

We collect information about you and the player, when you first express an interest in the player joining the club and join the waiting list for a place. This information comprises contact details, child’s name and date of birth. We then collect further, more detailed information when the player is offered a place. This data is captured on the player registration form. This information relates to your child’s personal details (name, school, school year and date of birth plus any health issues of which we should be aware) plus details of primary contacts in case of emergency.

Information relating to usage of our website is collected using cookies. These are text files placed on your computer to collect standard internet log information and visitor behaviour information.

### **Why do we need to collect and use your personal data and that of the player?**

The primary legal basis that we intend to use for the processing of data is for the performance of effectively running a small football club. The information that we collect about you and the player is essential for us to be able to carry out the services that you require from us effectively. Without collecting personal data we’d also be unable to fulfil our obligations to you, the player and the FA which include safeguarding and ensuring the health and safety of the player, registering the player with the FA and the effective communication of matches and training sessions and other club information to parents and guardians.

Where special category data, such as the player’s health information, is required we’ll obtain your explicit consent in order to collect and process this information.

### **How will we use the information about you and the player?**

We maintain a register of all players at the club which includes the player’s name, date of birth and address, any medical conditions of which the club should be aware and emergency contact details. This is held on a secure, password-protected platform and only accessible by the Club Secretary and Chairman. The register also indicates whether player registration forms and subs have been received for each player so assists with our administration and ensuring completeness of income.

Each coach receives an abridged version of this register with player full name, emergency contacts and medical conditions of which they should be aware to ensure that their health and safety is guarded.

Finally, each football club which is affiliated to the FA must register players with the FA via their Whole Game System portal. This data is processed by the Club Secretary based on the Player Registration Forms and comprises the child’s name, address and date of birth. The data held on the Whole Game System is subject to FA’s data protection policies and, should you have queries in this regard or require any further information, please contact the West Riding FA on 0113 2821222.

## Who might we share your information with?

*If you agree*, we may email you about club events and news that we think may be of interest to you.

We won't share your information for marketing purposes with companies or organisations outside of the club.

## How long do we keep hold of your information?

Your personal data shouldn't be held for longer than is required, which for HBJFC is the length of time that the player is registered with HBJFC. Once the player leaves the club all of the data relating to you and the player will be deleted.

You have the right to request deletion of your personal data and/or that of the player and we will comply with this request.

## How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you or the player. If you would like a copy of some or all of the personal information held please email us at [info@hbjfc.co.uk](mailto:info@hbjfc.co.uk).

When the personal data is processed by automated means you have the right to ask us to move your personal data or that of the player to another organisation for their use.

We have an obligation to ensure that your personal information and that of the player is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

## Marketing

We'd like to send you information about our club from time to time about events and news which may be of interest to you. If you've agreed to receive marketing information, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact us by email at [info@hbjfc.co.uk](mailto:info@hbjfc.co.uk).

## Cookies

We use cookies to track visitor use of the website and to compile statistical reports on website activity.

For further information visit <http://www.allaboutcookies.org/>

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

## What can you do if you are unhappy with how your personal data is processed?

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
  
0303 123 1113 (local rate)

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we'll inform you of any changes when they occur. This privacy policy was last updated on 19/03/18.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you or the player by email: [info@hbjfc.co.uk](mailto:info@hbjfc.co.uk).