**Tattenhoe FC – GDPR Requirements and Privacy Policy**

**General Statement of Intent**

Tattenhoe Football Club takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by Tattenhoe Football Club in the pursuance of its activities. Tattenhoe Football Club takes reasonable care of all personal information and ensures it is kept secure and prevents any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable UK data protection legislation and The General Data Protection Regulation (GDPR).

**Collection of personal information**

Tattenhoe Football Club will request members provide information at point of registration through the players registration form, club forum and at other times dependent 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, age, home address, telephone numbers, email address and any medical information. In some instances, the provision of certain information will be mandatory.

**Storage of Personal Information**

Tattenhoe 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 members of Committee assigned to that specific task that holds such data. Any paper copies of any club members data are held by the Club Registration Officer, Secretary of the club, Treasurer or Chairman. Individual team data in electronic or paper format is held by each Manager and Coaching staff (as required) of the team.

**Use of the Personal Information**

Tattenhoe Football Club will use personal information for the purposes of running the club and the teams within it. It is also used for verifying member’s identity, responding to enquiries, sending information to members and registering that player with the league of the team they are playing for. Personal information is also used to register Team and players on the FA Whole Game System. Tattenhoe Football Club holds appearance information for the purposes of club records. The Tattenhoe 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 Tattenhoe Football Club is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of Tattenhoe Football Club that they need to read the privacy statements applicable on the other sites they are linked to.

**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 or club secretary and Registration Officer must be informed, as soon as possible to ensure all Club records are maintained as accurately as possible.

**Access to Members Personal Information**

Members and their parents if under the age of 18, have the right to access the information that Tattenhoe Football Club holds about them. To do this a written application is to be made to the Club Secretary at their registered address of 5 Lamour Lane, Oxley Park, Milton Keynes, MK4 4HX or via emailing secretary@tattenhoefc.com. Such information will be provided within 30 days.

**Disposal of Personal Information**

Data will be disposed of securely and permanently as required.

**Data Retention**

Data obtained via the registration process is only kept for the period of the current season and a further 2 seasons. Data obtained via club forum registration is only kept for the period of being a member of Tattenhoe Football Club unless agreed with the club. Any member leaving Tattenhoe Football club must inform the Club Secretary or their Manager or by emailing so we can securely delete the data.