

# NEW ADDINGTON LITTLE LEAGUE FOOTBALL

## PRIVACY POLICY

As of the 25<sup>th</sup> May 2018 there was the General Data Protection Regulation (GDPR) which came into force. Our website has been updated to inform you of these changes.

### **IMPORTANT NOTICE:**

New Addington Little League Football understands that your privacy is important and that it matters how your personal data is used. As a League we will only collect and use the personal data that is relevant and laid out in the document but also in a way that is consistent with our obligations and your rights under the law. New Addington Little League Football needs to keep and process information about you for administrative purposes. The information that we hold and process will be solely used for our management and administrative use only. We will keep and use it so that we are able to run the League. In this regard New Addington Little League Football acts as the 'Data Controller' and League Secretary would be the 3<sup>rd</sup> party as the 'Data Processor'.

### What is Personal Data?

Personal data means any information about an individual from which that individual can be identified. 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 may also ask for relevant health information, which is classed as special category personal data, for the purposes of 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.

Where we need to collect personal data to fulfil New Addington Little League Football responsibilities and you do not provide that data, we may not be able honour or administer your registration.

## What personal data is collected

Under the new GDPR, we must as a League have a lawful basis on which we collect and use the personal data. Below is a table with the CATERGORIES and LEGAL BASIS under which the data is collected and processed by our League.

CATEGORY	LEGAL BASIS	DATA COLLECTED	HOW THE DATA WILL BE USED
GENERAL CONTACT DETAILS	CONSENT	PLAYER/PARENT/GUARDIAN MANAGER/ASSISTANT MANAGER NAME ADDRESS EMAIL PHONE & MOBILE	TO REGISTER PLAYERS TO BE ELIGIBLE TO PLAY. TO ESTABLISH IDENTITY OF PARENT/GUARDIAN TO BE ABLE TO DEAL WITH APPROPRIATE PERSON WITH AUTHORITY OVER THE CHILD. TO INFORM HOUSEHOLDS ABOUT LEAGUE EVENTS. TO CONTACT PLAYER PARENT/GUARDIAN IN CASE OF AN EMERGENCY. TO REGISTER TEAM MANAGERS. TO INFORM MATCH OFFICALS WHO IS PLAYING.
PLAYER GENERAL HEALTH	CONSENT	MEDICATION OR MEDICAL CONDITION	TO INFORM TEAM MANAGERS OF POTENTIAL IMPACT OF CHILD'S ABILITY TO PLAY. TO PROVIDE DATA TO THE LEAGUE WELFARE OFFICERS. TO PROVIDE DATA TO AUTHORITIES IN CASE OF WELFARE OR SAFEGUARDING ISSUES.
PERSONAL DETAILS	CONSENT	DATE OF BIRTH GENDER NATIONAL INSURANCE NUMBER PASSPORT NUMBER	TO ALLOCATE PLAYERS TO THE APPROPRIATE AGE GROUP AND GENDER ACTIVITY/COMPETITION. TO INFORM TEAM MANAGERS TO HELP WITH THE EFFICIENT AND APPROPRIATE MANAGEMENT OF THE TEAM.

Generally New Addington Little League Football will only collect the data via our League Registration forms. However, there may be instances where data is derived from other sources. In this event we will obtain written consent from each individual to ensure we comply will all the regulations.

## Protection of your personal data

We have put in place appropriate security measures to prevent 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 while they continue to be a participant or are otherwise actively involved with the New Addington Little League Football. We will delete this data 3 years after a participant has left or otherwise ended their registration 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.

## Your rights regarding your personal data

You have the following rights regarding your personal data as follows:

- The right to be informed.
- The right to access the personal data we hold about you.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
- The right to be forgotten, the right to ask us to delete or otherwise dispose of any of your personal data that we have.
- The right to restrict (prevent) the processing of your personal data.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right of data portability.
- Rights relating to automated decision-making and profiling.

## Third Party Sharing

Your personal data might be shared with the League Secretary our data processor, we may also disclose your personal data to a third party for instance:

- Where a player or League official is invited to participate in a national tournament or event.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligations.

For more information on how we use your personal data or to exercise your rights as outlined above please don't hesitate to contact us by using the contact details below.

If you have any questions about this Privacy Notice then please contact: **The Data Controller, New Addington Little League Football, 38 Salcot Crescent, New Addington, Croydon, Surrey, CR0 0JH.**

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