**General Data Protection Regulation (GDPR) Policy**

**Statement**

GDPR states that personal data should be ‘processed fairly and lawfully’ and ‘collected for specified, explicit and legitimate purposes’ and that individuals’ data is not processed without their knowledge and are only processed with their ‘explicit’ consent.

Todmorden Sports Centre JFC take privacy very seriously and we continuously update all our records to ensure that we are meeting the data protection standards requirements (General Data Protection Regulation (GDPR) May 2018).

We are registered with the Information Commissioner’s Office (ICO).

The categories of children’s information that we collect, hold and share include:

* Personal information (such as name, address, date of birth)
* Characteristics (such as ethnicity, language, nationality, country of birth, early years pupil premium eligibility)
* Medical information and dietary needs
* Information on special educational needs and disabilities
* Accident and incident information
* Photographs
* Referrals to other relevant services
* Safeguarding information

We also collect, hold and share some information on the children’s parents/guardians:

* Personal information (names, address, contact numbers, parental responsibility and emails)

**Why we collect and use this information**

We use the children’s and parents’ data to:

* Register your child with the Football Association as part of the Todmorden Sport Centre JFC club
* To place your child in the correct aged team
* Comply with the law regarding data sharing (GDPR)
* Manage fees and accounts

You have the right to withdraw any previously given consent for processing of personal data for a purpose. For example, a parent has the right to retract their consent from allowing their child’s images being used for marketing purposes.

**The lawful basis on which we use this information**

We collect and use children’s information under the following lawful bases:

* **Legal obligation:** the processing is necessary for us to comply with the law (submitting data to the football association).

**Collecting children’s information**

While the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain children’s information to us or if you have a choice in this. You have the right to ask for modifications to be made to personal data in cases where you believe that the personal data held is not up to date or inaccurate.

**Storing children’s data**

Your data will be held securely and will only be accessible by club officials who are authorised to do so. Documents that are required to be retained are stored in accordance with regulatory guidelines and destroyed in line with regulatory retention periods.

Any electronic data is password protected.

**Who we share children’s information with**

We do not share information about your child with anyone without your consent unless the law and our policies allow us to do so.

The follow are some people that we may need to share your child’s information with:

* Football Association
* Schools that the child attends
* Other professional, such as SEND coordinators, social care, health visitors etc
* NHS services

All our third-party service providers and other entities are required to take appropriate security measures to protect your personal information in line with GDPR.

**Data collection requirements**

To be granted access to children’s information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

**Requesting access to your personal data**

Under GDPR legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information or your child’s information, please contact the Club Secretary in writing. The Club Secretary will provide a response within one month of receiving the request.

You also have the right to:

* Object to processing of personal data that is likely to cause, or is causing, damage or distress
* Prevent processing for the purpose of direct marketing
* Object to decisions being taken by automated means
* In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
* Claim compensation for damages caused by a breach of the Data Protection Regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the [ICO](https://ico.org.uk/concerns/).