



CHICHESTER RANGERS FC

DATA PROTECTION POLICY

All data that is collected, processed and held by all officials of the club is subject to the terms of the General Data Protection Regulation 2018 (GDPR).

All personal data relating to our members and club officials will be held on systems used by The FA, the league and the club. There is no requirement for club officials to hold personal data outside of these systems, e.g. on spreadsheets or paper, however this is permitted provided that the data is secured by a password or kept in a locked drawer/box.

All personal data will only be held for an appropriate duration and will be securely destroyed once it becomes out of date or is no longer required.

The club's Data Protection Officer (DPO) is responsible for advising club officials and ensuring the provisions of the act are communicated to officials. Club officials are anybody holding a position of responsibility within the club. The DPO will not be responsible for ensuring the security of data processed by other club officials as this is the responsibility of the individual.

Personal data is any information that relates to an identifiable individual. The club requires personal information to be collected in order to provide a safe environment for the child and to allow the club to provide the registration information required by The FA and the league we compete in. By signing the club's registration document, parents/guardians are agreeing to the collection, transfer to approved systems and secure holding of this information by club officials.

All personal data is available to the 'data subject' (individual) that registered. This is achieved by sending an email request to the Data Protection Officer.

Processing is any use of personal data, including storing it, using it or sending it to another person or system.

Consent is required by the club for all 'data subjects' (individuals) upon completing the club registration process. This is achieved at the point of completing the registration process.

Any systems that the club uses or stores data on must have confirmed that the system meets the requirements on information security and that terms of service and privacy notices are available.

Personal Data Collected by Us

The club requires the following information to be held. Note that the club's Management Committee will have access to all of the personal data listed below for administrative purposes.

Team managers and coaches will have access to the following data about players of their team(s):

- Full name
- Date of birth
- Gender
- Nationality
- Country of birth
- Photograph
- Address
- Contact details including phone numbers and email addresses
- Parent/guardian contact details including phone numbers and email addresses
- School name
- Membership of other clubs or teams
- Medical information
- FA identity number (FAN)

Club officials will hold the following information about managers, coaches and other club officials:

- Full name
- Date of birth
- Address
- Contact details including phone numbers and email addresses
- Emergency contact details including phone numbers and email addresses
- Medical information
- FA identity number (FAN)
- Bank details used for reimbursements

Personal data will be held on the following systems for club purposes:

- FA Club Portal
- FA Whole Game
- FA Full Time
- FA Matchday
- Sussex County Football Association
- Arun & Chichester Youth Football League
- Spond
- Mobile devices