



Primrose Hill soccer Academy – Privacy Policy in Compliance With GDPR

Primrose Hill Soccer Academy is an organisation which collects information necessary to establish or maintain club membership and provide activities for people who are members of the organisation or have regular contact with it. All processing activities are conducted in accordance with the GDPR and with the Data Protection Act 2018. This privacy policy explains how Primrose Hill Soccer Academy uses personal information and the steps taken to ensure information is kept secure.

Names, addresses and email addresses are considered "Personal Data" for purposes of the GDPR. For registration purposes we also ask for: Date of birth, School, Medical details and Contact details for player and/or guardian. In circumstances where players are competing in competitions or leagues, we will also request a passport photo or photograph. Personal Data is subject to the legal safeguards specified in the GDPR which require Personal Data to be, amongst other things:

- Collected only for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed;
- Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage;

Personal Data is kept for each individual child at the club as a safeguarding measure. You may request a copy of the information held at any time. It is also released by the managers of football clubs to the League to be used only by representatives and officers of the League for legitimate purposes. It would be understood that these legitimate purposes would only be relating to the organising of football matches etc.

The Club is responsible for and must be able to demonstrate compliance with the data protection principles listed above. To ensure this the Club must ensure that:

- The Personal Data is not used by any staff members of the Club for any other purposes;
- Any individuals who are no longer staff members of the Club cease to hold any Personal Data in any form (whether documents, correspondence, papers, records, files or other information, on computers, laptops, computer disks or other readable form);
- When Personal Data is no longer needed for specified purposes, it is deleted or anonymised;
- Individuals within the Club only share the Personal Data held by the Club with another member of staff if the recipient has a job-related need to know the information.

As explained above, email addresses constitute Personal Data. It is very important that any emails sent by any staff member to more than one recipient is addressed to the email address of the recipient in blind copy (bcc). Failure to do so is a breach of GDPR as it does not ensure the security of the Personal Data.

All photographic material taken for the club's usage – either for our website or social media account - must be given parental consent which is found on our registration forms. If you would like to withdraw consent, please contact our Club Secretary via email/phone.

To ensure safety for our members, we have an extensive checking and approvals process for all staff, volunteers and third party coaches.

All coaches and managers have to complete DBS Checks, as well as FA badges that include a Safeguarding children certificate and First Aid certificate. All DBS checks are managed through FA and administered by our designated Welfare Officer.