

FPCA Football Club – Data Protection Policy

1. Purpose of This Policy

FPCA Football Club is committed to protecting the personal data of its players, parents/carers, staff, coaches, volunteers, and sponsors. This policy explains how we collect, store, use, and protect personal data in line with the UK GDPR and Data Protection Act 2018.

2. Who Does This Policy Apply To?

This policy applies to all individuals whose personal information is collected by FPCA Football Club, including:

- Players (including children under 18)
- Parents and carers
- Coaches and volunteers
- Club officials and committee members
- Sponsors and supporters

3. What Data Do We Collect?

We may collect the following types of data:

- Personal details: name, address, phone number, email, date of birth
- Emergency contact and medical information (for safeguarding purposes)
- Football-related data: position, team, attendance, performance
- Safeguarding checks: DBS numbers, qualifications (for staff and volunteers)
- Media consent preferences (photos/videos)
- Sponsorship/business contact details (for publicity)

4. Why Do We Collect Data?

We collect and process data to:

- Register players and staff with leagues and the FA
- Communicate with parents, players, and staff
- Deliver training, matches, and events safely and effectively
- Ensure welfare and safeguarding of children
- Promote the club through social media and internal materials (where consent is given)
- Manage club operations, including fundraising and sponsorships

5. How Is Data Stored and Protected?

- Data is stored securely on password-protected devices or secure cloud systems
- Paper forms are stored in locked cabinets by designated officials
- Only authorised individuals (e.g. club committee, CWO, team coaches) may access personal data
- We do not share personal data with third parties without consent, unless legally required

6. Media, Photos & Videos

- No player photos/videos will be shared without signed parental consent
- Images will never be used to exploit or misrepresent players
- Consent can be withdrawn at any time by contacting the Club Welfare Officer

7. Data Retention

- Personal data is retained only as long as necessary for club operations
- Player and volunteer data will be securely deleted no later than 2 years after leaving the club (unless consent is renewed or for safeguarding records)

8. Your Rights

All individuals have the right to:

- Request access to their personal data
- Correct or update their information
- Request deletion (where legally appropriate)
- Withdraw consent at any time
- Raise a complaint with the Information Commissioner's Office (ICO) if they believe data has been misused

9. Contact for Data Protection

If you have any questions or wish to make a request regarding your data:

Email: secretary@fpcafootballclub.co.uk

10. Policy Review

This policy will be reviewed annually by the FPCA Club Committee and updated as required to remain compliant with UK legislation.