Data and Information Sharing Policy

Review date: 1 October 2027

1. Purpose

This policy sets out how the Club collects, uses, stores, shares, and protects personal and club information. It aims to ensure compliance with UK data protection laws, including the UK GDPR and Data Protection Act 2018, whilst safeguarding the privacy of players, members, volunteers, staff, and supporters.

2. Scope

This policy applies to:

- Players
- Coaches and managers
- Committee members
- Volunteers
- Parents and guardians
- Club employees
- Contractors and service providers

3. Information Collected

The Club may collect:

Personal Information

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Emergency contact details
- Medical information relevant to participation
- DBS information where required

Club Information

- Team sheets
- Fixture schedules
- Training attendance records
- Disciplinary records
- Financial records
- Membership details

4. Lawful Basis for Processing

The Club will only collect and process information where there is a lawful basis, including:

- Consent
- Contractual necessity

- Legal obligation
- Legitimate interests of the Club
- Protection of vital interests

5. Information Sharing

The Club may share information with:

Governing Bodies

- The Football Association (FA)
- County Football Associations
- League organisers

Safeguarding and Welfare Agencies

- Local authorities
- Police
- Child protection agencies
- Medical professionals

Service Providers

- Registration systems
- Payment providers
- Club management software

Information will only be shared when:

- There is a lawful basis to do so.
- The recipient has a legitimate need to know.
- Appropriate safeguards are in place.

6. Confidential Information

The following information must be treated as confidential:

- Medical records
- Safeguarding concerns
- Disciplinary matters
- Financial information
- Personal contact details

Confidential information must not be shared externally without authorisation unless required by law or safeguarding obligations.

7. Communication and Social Media

Club members must:

- Respect the privacy of others.
- Only share authorised information.
- Obtain consent before sharing personal details.
- Follow the Club Social Media Policy.

- Avoid posting confidential or sensitive information online.

Photographs and videos of players, particularly children, must only be used in accordance with parental consent and safeguarding procedures.

8. Data Security

The Club will:

- Store information securely.
- Restrict access to authorised individuals.
- Use password-protected systems and devices.
- Dispose of data securely when no longer required.
- Report data breaches promptly.

Paper records should be stored in locked cabinets where possible.

9. Data Retention

Information will only be retained for as long as necessary to:

- Meet legal requirements
- Fulfil club administration needs
- Protect safeguarding interests

Records will be securely deleted or destroyed when no longer required.

10. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate information
- Request deletion where applicable
- Object to processing
- Withdraw consent where consent is the lawful basis

Requests should be made in writing to the Club Secretary or Data Protection Lead.

11. Reporting Concerns

Any concerns regarding data protection, confidentiality, or inappropriate information sharing should be reported immediately to:

- Club Welfare Officer
- Club Secretary
- Data Protection Officer (where appointed)

Data breaches must be reported as soon as they are identified.

12. Responsibilities

All club officials, staff, volunteers, and members are responsible for:

- Protecting personal information.

- Following this policy.
- Reporting breaches or concerns.
- Completing any required safeguarding or data protection training.

13. Policy Review

This policy will be reviewed annually by the Club Committee and updated when necessary to reflect legal, regulatory, or operational changes.

Approved by: Dale McIntosh
Date: 11 October 2026