



Knaresborough Town Football Club

Manse Lane Knaresborough HG5 8LF

Email: knaresboroughtown@gmail.com

President: P. Howard

Chairperson: P Plews - Secretary: C Rudzinski - Finance Director: C Parkes

KNARESBOROUGH TOWN AFC DATA PROTECTION POLICY.

Date Created 7th June 2023.

1. Who are we?

- Knaresborough Town AFC are; an un-incorporated, not for profit, fully inclusive, semi-professional football, run by volunteers to sustain football for all in Knaresborough and surrounding area. We are based at Manse Lane, Knaresborough HG5 0AW.

2. Your data - what we collect.

- Information we obtain about you directly. This covers information that you have chosen to tell us directly yourself, when you become a registered player, a club member, a volunteer or supports us in any other way. We may process the following information about you.
- Your Name.
- Contact details (e.g., address, landline and mobile phone number, email address).
- Emergency contact details.
- Date of birth.
- We do not usually ask you for sensitive or 'special category' personal data such as details of any disabilities that you have, your religion or belief and your sexual orientation unless there is an obvious reason for us to do so. However, we may need to ask for sensitive information about your health in case of emergency needs.

3. How do we use your information?

- We may use your personal information for contact purposes in the case of emergency or to provide you with club information.

4. Who we share your personal data with.

- We do not swap, sell, or rent your personal information to anyone. If we are asked to share your details with *other* organisations that are not our service providers, we will only do so if:
 - we have your permission;
 - we have a legal or regulatory obligation to do so;
 - we need to enforce any agreements we have with you or investigate any complaints;
 - we need to protect the rights, property, and safety of Knaresborough Town AFC.

5. Where we store your personal information.

- Your information will be kept in the Knareborough Town AFC club records file, which can be hard copy and stored on a computer file.

6. How long we keep your personal information.

- Your personal information shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purpose for which personal data are processed. Anyone who becomes unregistered, or a non-member will have their data removed from our data base.

7. Your rights and how to make a complaint.

- You may have the right to request access to, or deletion of, personal information we hold about you. You may also be able to restrict how we use your information, to object to processing as well as in certain circumstances the right to data portability. Please contact us if you would like to exercise any of these additional rights and we will assess your request on a case-by-case basis in line with Data Protection Law.
- If you have a complaint about how we use your personal information, please contact us.

8. Knareborough Town AFC GDPR Statement.

- Any information we hold on you will be used fairly, lawfully, and transparently.
- Any information will be used for specified purposes.
- Any information will be used in a way that is adequate, relevant, and limited to only what is necessary.
- Any information will be accurate and where necessary kept up to date.
- Any information will be kept for no longer than necessary.
- Any information will be handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction, or damage.

9. Your Rights.

- Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:
 - Be informed about how your data is being used.
 - Access personal data.
 - Have incorrect data updated.
 - Have data erased.
 - Stop or restrict the processing of your data.
 - Data portability (allowing you to get and reuse your data for different services).
 - object to how your data is processed in certain circumstances.