**Purpose of policy**

The purpose of this policy is to set out how Gillingham Town Youth Football Club uses personal data provided by players and their parents/guardians. It also sets out the Club’s retention policy.

**Current procedures:**

The parent/guardian of each player (under the age of 18) fills out and signs a registration form at the beginning of each football playing season, or if the player joins the club during the season, at the time of joining. This is for the following reasons:

* Each player must be registered with the Football Association. Each player has a unique FAN number;
* The manager/coach of each team has a method of communicating with the parent/guardian of each player;
* The manager/coach of each team is aware of any medical conditions pertinent to the child taking part in sporting activity;
* The parent/guardian gives/withholds their consent to their child’s inclusion in any photos of the team used in any media;
* The parent/guardian and the player understand what is expected of them as part of the “RESPECT” initiative;
* The secretary of GTYFC holds the registration forms each year as a master list.

**Procedures from May 2018**

The parent/guardian of each player (under the age of 18) will fill out and sign a registration form at the beginning of each football playing season, or if the player joins the club during the season, at the time of joining.  
The registration form will now include clear information on how the personal data provided will be used by the Club. This will include:

* *Methods of communication with the parent/guardian by the Club.* The parent/guardian must opt-in by ticking the appropriate box on the registration form to be communicated with by the Club. Communications are usually from the team manager/coach and will typically be information about upcoming fixtures. Team managers/coaches will need to communicate with parents/guardians in the case of a medical or other emergency situation. Occasionally, the Club may wish to communicate details of presentations/Club newsletters/tournaments or other matters to all the parents/guardians at one time.
* *Media:* The parent/guardian must opt-in by ticking the appropriate box on the registration form to agree that their child may be included in team photos that may be used on the Club’s website/Facebook page, and may be sent to local media for publication (such as the Blackmore Vale Magazine).  
  NB: Individuals are not named in published articles or photos as standard. We ask that parents/guardians uploading images taken at matches or training to their own social media pages respect the privacy of other players.
* A declaration by the Club stating that personal information is used only in the ways set out in the registration document. These are:
  + Yearly registration forms are held in paper format. Completed forms are held securely by the Club Secretary. These forms are destroyed at the end of each playing season;
  + Where the parent/guardian has opted in to receive communications from the Club, their contact information is given to the manager/coach of the team their child plays in. If they have more than one child at the Club, playing in different teams, then the manager/coach of the other relevant team (s) will also be given their contact details;
  + Managers/coaches will only have relevant information for the children playing in the team they manage/coach. Should they manage/coach more than one team, then they will have relevant information for that second team, too. This relevant information will include details of any medical conditions that may impede the child’s activity levels, or affect their interaction with others;
  + Only the information required to register the child as a player with the FA and County FAs (Dorset & Somerset) is passed to those organisations;
  + The Club does not operate any on-line database to collect personal information, nor does the Club accept payments through its website;
  + No details about a player will be passed to a third party (i.e. other than those mentioned above) unless in a medical emergency or with the permission of the parent/guardian.
* The “right to be forgotten”  
  Under the General Data Protection Regulations 2018 (GDPR), people have the right to be forgotten.
  + When a child leaves the Club, all details held about them will be deleted within 30 days of the notification of leaving the Club. This will include managers/coaches deleting contact details once the child has left the Club.
  + The Club secretary will follow the normal procedure to inform the FA and county FAs that the child no longer plays for the Club.
* Subject access requests:   
  Parents/guardians may make a request to see a copy of all the data held on them and their child by the Club. This request must be made in writing to the Club secretary. A reply, in writing will be forthcoming within 30 days. There is no fee for making such a request.

**Retention of Personal Data**

Personal data will only be retained for one year, or until the end of the football playing season, whichever is less.