

West Coast Sports

GDPR and Privacy Policy

West Coast Sports is a not-for-profit 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 West Coast Sports uses personal information and the steps taken to ensure information is kept secure.

Topics:

- What information do we collect from you?
- How will we use the information you provide us?
- Sharing of your information with third parties
- What steps do we take to secure your information?
- Access to your information and correction/removal
- West Coast Sports volunteers/staff and third party coaches
- Changes to our privacy policy

What information do we collect from you?

We collect information from you when you become a member of West Coast Sports and register for the upcoming or current season. We do this via a Smartsheet online Form. If players are aged below 18 years, we will request parent/guardian/carer information.

Personal data, which we will ask for, includes:

- Date of birth
- Address
- Medical details
- Contact details for player and/or guardian

In circumstances where players are competing in competitions or leagues, we may also request a passport photo for league registration purposes. This will be collected through our online Smartsheet registration form.

As part of the process of registering with West Coast Sports, you may have provided consent for you and/or your child to be photographed by club management staff or team managers, and for these photos to be shared on our website, social media channels or other official media outlets. If you would subsequently like to withdraw consent, please email westcoastsportsfc@outlook.com.

How will we use the information you provide us?

All information is held securely within the Club's Microsoft and Smartsheet Online accounts which is only accessible by approved Committee members. Your data is used solely for the purposes of administering your membership (including being contacted by your coach on key matters concerning team, training, and match information, as well as club news).

The Secretary will then share some key information with the player's relevant team manager; specifically medical details and contact details.

Sharing of information with third parties

In general, any information you provide will only be used internally within the organisation. It will never be supplied to anyone external to West Coast Sports unless we are obliged or permitted by law to disclose it. For the purposes of League registration (via

The FA), the following information will be shared with the player's respective league:

- Name
- Address
- Date of Birth
- Parent/Guardian info incl DOB (required by The FA)
- Contact information
- Photo (if required)

We will not share information about you with third parties for any other reason without your explicit consent.

Access to your information and correction/removal

You have the right to request a copy of the information that we hold about you. You also have the right to request for your personal data to be removed or to correct any information you think is inaccurate, at any time.

If you would like a copy of your personal information, or would like to remove or make a correction to this information, please email westcoastsportsfc@outlook.com

West Coast Sports volunteers/staff

West Coast Sports is run by volunteers, both coaches and committee

All current non coaching roles are listed below.

- President
- Chair
- Club Secretary/Secretaries
- Treasurer
- Welfare and Safeguarding Officer

To ensure safety for our members, we have an extensive checking and approvals process for all staff, volunteers and 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 the West Coast Sports Welfare Officer(s). The FA holds all Information; West Coast Sports does not hold any DBS data.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this page.

his last policy was updated on 2nd September 2023.