



## **Chelmsford City Football Club - EU GDPR Privacy Policy**

Please read this Privacy Policy carefully to see how we will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it.

### **Your personal data - what is it?**

Personal data relates to a living individual who can be identified from that data. In particular by reference to an identifier such as a name, an identification number, address and postcode, email address etc. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

### **Who are we?**

Chelmsford City Football Club is the data controller (contact details below). This means Chelmsford City Football Club decides how your personal data is processed and for what purposes.

### **What information do we collect if you join our club?**

We ask players /players guardians to complete a signing on form to join the Club. This form requests information about the player and (if under 16) their parent / guardian. We only include information on the form that is required for club purposes, such as contact details, medical needs, DOB, age group. This enables us to contact players / guardians when required and enter them in the various leagues they may play in.

### **What information do we collect if you visit our website?**

You do not have to give Chelmsford City Football Club any personal information to use most of this website. Chelmsford City Football Club may automatically collect information about the website that you came from or are going to. Chelmsford City Football Club also collects information about the pages of this website you visit, IP addresses, the type of device and browser you use and the times you access this website. However, this information is aggregated and is not used to identify you. You may also choose to provide additional voluntary information while using this website. Chelmsford City Football Club will identify any options you have for controlling the use of this information at the time it is collected. At any point if you would like to opt-out, or to change the channels (post, email, SMS/MMS/RCS, online or phone) used to contact you, please click on the unsubscribe link at the bottom of any marketing emails you receive, or use the Contact Us form on the website. Your request will be actioned as quickly as possible.

### **How do we process your personal data?**

Chelmsford City Football Club complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining

excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. Chelmsford City Football Club uses your personal data for the following purposes:

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- To provide a voluntary service for the benefit of its members as specified in the club's constitution
- To administer membership records
- To fundraise and promote interests
- To manage Chelmsford City Football Club volunteers
- To communicate with you. For example, to reply to requests for further information
- To investigate complaints
- To maintain Chelmsford City Football Club's own accounts and records (including processing data for the purposes of promoting competitions, accessing and delivering training and courses, fulfilling health and safety obligations and fulfilling safeguarding responsibilities
- To inform you of news, events, activities and services which Chelmsford City Football Club thinks might be of interest to you, subject to having the appropriate permissions to do so
- To share your contact details and other relevant personal data with opt-in consent to FA and associated organisations, FA Trading Limited, your Club and / or prospective Club
- To operate the Chelmsford City Football Club website and Social Media accounts and deliver services that individuals request, which may be personalised. Chelmsford City Football Club may use aggregated information to administer and improve its website, analyse trends, gather broad demographic information and detect suspicious or fraudulent transactions.
- To take, use and publish photographs and video with parental consent in line with the FA Photography Policy. Parents have a right to refuse agreement to their child being photographed. A parent or carer can withdraw consent in writing to the County Welfare Officer / Club Welfare Officer at any time should they wish to do so. Events may be photographed and may be live streamed. Static images will be displayed on the Chelmsford City Football Club website, social media and at the venue. Chelmsford City Football Club may use these recordings and images to promote the sport at the event and events in the future and for the purposes of education and training, analysis, promotion, performance, development and selection and event analysis. Moving images may be displayed at the venue and via live stream on the Chelmsford City Football Club and streaming partner websites. If the event is being live streamed, it will not be possible to provide the option to refuse consent to filming and if there are any concerns, please speak to the promoter present. Individuals may, however, wish to refuse consent to static photography, whereby a Photography Refusal of Consent Form will be made available from the event entrance desk.
- To gather management information for statistical analysis. Note: Chelmsford City Football Club will keep a record of any financial transaction you make with us but does not directly collect, process or store your debit or credit card information. No online payments are made through this website. If you choose to pay via a third-party payment provider please refer to their Privacy Policy for details of how they will process your payment card data. If you do choose to provide credit or debit card information, we may also use third parties to check the validity of the sort code, account number and card number you submit to prevent fraud and to process any

transaction. If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. Law enforcement may access and use this information. Chelmsford City Football Club and other organisations may also access and use this information to fulfil safeguarding responsibilities and to prevent fraud and money laundering, for example when:

- checking identity, e.g. with the Disclosure and Barring Service
- checking or responding to insurance claims
- checking details of job applicants, employees, volunteers

### **What is the legal basis for processing your personal data?**

Explicit consent of the data subject [GDPR 6(1)(a)] so that Chelmsford City Football Club can only keep you informed about news, events, activities and services provided by the Club and other services you have requested

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement to meet legal, regulatory and compliance requirements, to monitor and analyse the use of any account to prevent, investigate and/or report abuse, fraud, terrorism, misrepresentation, security incidents or crime
- Processing is carried out by a not-for-profit body and the processing relates only to members, former members or affiliates (or those who have regular contact with it in connection with those purposes) and there is no disclosure to a third party without consent.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of Chelmsford City Football Club or affiliated organisations to carry out a service to other members or for purposes connected with the objects and duties of the Association. All data collected will be kept securely by Club or County personnel and medical / disability information will be provided to the team manager coach and key club officials on a need to know basis. Chelmsford City Football Club will never share, disclose, lease or rent your personally identifiable information with a third party for marketing purposes. Third party service providers may be used to help Chelmsford City Football Club, for example with website hosting / maintenance, in which case the third party may receive your information. Chelmsford City Football Club will only share your data with third parties with your consent and will control and be responsible for the use of your information. Chelmsford City Football Club may pass aggregated information to third parties.

### **How long do we keep your personal data?**

Chelmsford City Football Club keeps data including records of membership and qualifications in accordance with the guidance set out by FA. Chelmsford City Football Club will retain your personal data until such a time as you unsubscribe or ask us to remove your details. Specifically, Chelmsford City Football Club retains membership data while it is still current and gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate. If you contact Chelmsford City Football Club via our Contact Form, we reserve the right to keep your message indefinitely. This is to aid continuity and so that we can view any historic context which may have bearing on subsequent support mail, even if members of the support team change. Chelmsford City Football Club is obliged to keep records relating to financial transactions for a defined period in line with FA policy following the end of the accounting period in which the transaction took place to comply with the law regarding company and charity

accounting. Chelmsford City Football Club destroy records after this point. If you require information on payment processors' policies, please contact them directly. When you unsubscribe from a News Headlines Feed or Newsletter, your details remain on the list of past recipients. This is a measure to prevent circumstances such as a team member accidentally manually re-adding you. As a compliance measure, subscribers who unsubscribe themselves can't be deleted from the list. However, provided you are still a subscriber at the point when you contact Chelmsford City Football Club, on request your details can be permanently removed from the list – please get in touch if you would like this to happen.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:-

The right to request a copy of your personal data which Chelmsford City Football Club holds about you. The right to request that Chelmsford City Football Club corrects any personal data if it is found to be inaccurate or out of date. The right to request your personal data is erased where it is no longer necessary for Chelmsford City Football Club to retain such data. The right to withdraw your consent to the processing at any time. The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing. The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]. The right to lodge a complaint with the Information Commissioners Office (but do contact us first, so that we can try and help).

### **When you visit our website**

When someone visits [www.chelmsfordcityfc.com](http://www.chelmsfordcityfc.com) Chelmsford City Football Club collect standard internet log information and details of visitor behaviour patterns to find out things such as the number of visitors to the various parts of the site. This information is collected in a way which does not identify anyone. Chelmsford City Football Club do not make any attempt to find out the identities of those visiting the website and will not associate any data gathered from this site with any personally identifying information from any source. When Chelmsford City Football Club do want to collect personally identifiable information through the website, it will be up front about this, making it clear when personal information will be collected and explaining what Chelmsford City Football Club intend to do with it. For example, when you fill in a contact form or survey, register with the website, register for a course, event or seminar, apply for membership and enter a competition. In so far as site pages may contain personal data (such as name, address or e-mail addresses) this has, as far as Chelmsford City Football Club are aware, been supplied on a voluntary basis. Chelmsford City Football Club reserve the right to take legal steps in the event of it being used by third parties to send unsolicited promotional information to contacts, such as through spam mails.

### **Use of cookies by Chelmsford City Football Club**

When you visit any web site, it may store or retrieve information on your browser, mostly in the form of cookies. This information might be about you, your preferences or your device and is mostly used to make the site work as you expect it to. The information does not usually directly identify you, but it can give you a more personalised web experience. Because we respect your right to privacy, you can choose not to allow some types of cookies used which are not strictly necessary for the performance and functionality of the website. We use some non-essential cookies to anonymously track visitors or enhance your experience of this site. You may change our default cookie settings. However, blocking some types of cookies may impact your experience of the site and the services we are able to offer. Most web browsers allow some control of most cookies through the browser settings or installation of opt-out browser plug-ins. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org). By continuing to use this website you accept the terms of the Chelmsford City Football Club Privacy Policy

### **Transfer of your Personal Information outside the EEA**

Chelmsford City Football Club do not plan to transfer any of your information outside the EEA. However, third party service providers such as the F.A. may transfer some of your personal information to the United States of America or other countries outside the EEA if they have operations or affiliates under their jurisdiction. These countries may not have equivalent data protection legislation to the UK. However, if your personal information is transferred in this way, it will be done securely and only used as outlined in this Privacy Policy. By submitting your personal information to this website, you consent to such transfers taking place.

### **Further processing**

If Chelmsford City Football Club wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then Chelmsford City Football Club will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, Chelmsford City Football Club will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Club Chairman – Steve Shore – [steve.shore@chelmsfordcityfc.com](mailto:steve.shore@chelmsfordcityfc.com)

### **FA Privacy Policy**

Chelmsford City Football Club is affiliated to the FA and we keep records of and pass membership data to the FA. The FA take data protection very seriously and the organisation's data protection notice and guidelines are detailed on their website.