

# VERWOOD TOWN FOOTBALL CLUB

## Privacy & Data Protection Policy

*How we collect, use and protect your personal information*

<b>Version</b>	Version 2.0 – April 2026
<b>Date of issue</b>	April 2026
<b>Review due</b>	Annually, or following any significant incident or change in FA guidance
<b>Policy owner</b>	Club Welfare Officer / Club Secretary (as applicable)

### 1. COMMITMENT

Verwood Town Football Club (VTFC) takes the privacy of its members very seriously. This policy explains how VTFC collects, uses, stores and protects personal data, and sets out your rights. VTFC processes all personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 2. DATA CONTROLLER

The Club Secretary acts as VTFC's nominated data controller and is the first point of contact for any data protection queries. Contact: [youth\\_secretary@vtyfc.co.uk](mailto:youth_secretary@vtyfc.co.uk).

### 3. WHAT DATA WE COLLECT

VTFC collects personal data at the point of registration and at other times as required for club activities. This may include:

- Player and parent/guardian names, dates of birth and contact details
- Medical information, conditions and emergency contact details
- FA registration and FAN (Football Association Number) details
- Attendance and match appearance records
- DBS check status and safeguarding training records (for coaches and volunteers)

### 4. LAWFUL BASIS FOR PROCESSING

VTFC processes personal data on the following lawful bases:

- **Contractual necessity:** membership data required to manage your membership and participation
- **Legitimate interests:** communications about club activities and team management
- **Legal obligation:** FA registration, DBS checks and safeguarding records
- **Vital interests:** medical and emergency information that may be needed in an emergency

### 5. HOW WE USE YOUR DATA

VTFC uses personal data only for the purposes of running the club, including:

- Registering players with leagues and the FA via the Whole Game System
- Communicating team activities, fixtures and club news
- Ensuring the safety of players at training and matches
- Compliance with FA affiliation requirements

**Third-party processors:** Data may be shared with the FA Whole Game System for registration purposes. VTFC is not responsible for the privacy practices of third-party platforms.

## 6. DATA RETENTION

VTFC retains personal data only for as long as is necessary:

<b>Standard membership data</b>	Current season plus two further seasons
<b>Safeguarding and welfare records</b>	Until the child's 25th birthday, or 7 years after an incident if later
<b>Financial records</b>	Minimum 6 years (legal requirement)
<b>DBS and training records</b>	Duration of the volunteer's involvement plus 3 years

Data will be disposed of securely and permanently at the end of the applicable retention period.

## 7. YOUR RIGHTS

You have the following rights under UK GDPR:

- The right to access the personal data VTFC holds about you (Subject Access Request)
- The right to correct inaccurate data
- The right to request deletion of your data (where no legal obligation requires retention)
- The right to object to processing

**Subject Access Requests:** To request a copy of your data, submit a written request to the Club Secretary at [youth\\_secretary@vtyfc.co.uk](mailto:youth_secretary@vtyfc.co.uk). VTFC will respond free of charge within one calendar month.

## 8. DATA BREACHES

If VTFC becomes aware of a personal data breach, the Club Secretary will:

1. Assess the breach immediately and take steps to contain it
2. Notify the Information Commissioner's Office (ICO) within 72 hours if the breach is likely to result in a risk to individuals' rights and freedoms
3. Notify affected individuals without undue delay where the breach poses a high risk to them

Any suspected data breach should be reported to the Club Secretary immediately.

## 9. DATA SECURITY

VTFC takes reasonable steps to ensure personal data is kept secure, including:

- Restricting access to personal data to those who need it for their role
- Storing electronic data in password-protected systems
- Storing paper records securely and not leaving them unattended

## 10. UPDATES

Team managers must inform the Club Secretary of any change to a member's personal data as soon as possible.

Key Contacts	
<b>Data controller / Club Secretary</b>	<a href="mailto:youth_secretary@vtyfc.co.uk">youth_secretary@vtyfc.co.uk</a>
<b>Club Welfare Officer</b>	<a href="mailto:welfare@vtyfc.co.uk">welfare@vtyfc.co.uk</a> / 07758 246452
<b>ICO (data protection regulator)</b>	<a href="http://ico.org.uk">ico.org.uk</a> / 0303 123 1113