#### **General Statement of Intent**

Fusion Football Club takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by Fusion Football Club in the pursuance of its activities. Fusion Football Club takes reasonable care of all personal information and ensures it is kept secure and prevents any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable UK data protection legislation and The General Data Protection Regulation (GDPR).

### **Collection of personal information**

Fusion Football Club will request members provide information at point of registration through the players registration form, club forum and at other times dependent on special events and activities and therefore the information requested will vary depending on the reason for the collection. The information provided includes, but is not limited to, name, age, home address, telephone numbers, email address and any medical information. In some instances, the provision of certain information will be mandatory.

# **Storage of Personal Information**

Fusion Football Club stores information in respect of the club membership electronically (and in paper format). All electronic data is held in a secure manner. Access to this data is strictly controlled by the Head Coach assigned to that specific task that holds such data. If there are any paper copies of any club members data is held by the Head Coach. Individual team data in electronic format is held by members of the Coaching staff (as required).

Fusion uses the FA systems Whole Game System (WGS) and FullTime. The FA will ensure that their systems meet requirements on information security and will also update the associated online terms and privacy notices in accordance with the GDPR. In addition, The FA will make sure that contracts are in place with any relevant software providers and with other footballing stakeholders as needed under the regulation.

### **Use of the Personal Information**

Fusion Football Club will use personal information for the purposes of running the club and the teams within it. It is also used for the purpose of verifying member's identity, responding to enquiries, sending information to members and registering that player with the Camden & Islington Youth Football League for the team they are playing for. In addition Fusion Football Club may be required to provide name, date of birth and home address to London Football Association if they require it.

Fusion Football Club holds appearance information for the purposes of club records. Fusion Football Club Website and the club form will hold members' data in teams to support communication of team activities, the team set up, team communications and team progress. Fusion Football Club will use third parties such as the Teamer App to advise of matches and training. Our website may contain links to other sites. Please be aware that Fusion Football Club is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of Fusion Football Club that they need to read the privacy statements applicable on the other sites they are linked to.

We do not keep a record of any bank or credit card details.

#### **Updating of Personal Information and Circumstances**

In the event that there is a change to a member's personal information or circumstance for example their contact details or leaving the club, the Head Coach must be informed ASAP to ensure all Club records are maintained as accurately as possible.

## **Access to Members Personal Information**

Members and their parents have the right to access the information that Fusion Football Club holds about them. In order to do this a written application is to be made to the Head Coach at the club's email <a href="mailto:fusionfootball@hotmail.com">fusionfootball@hotmail.com</a>. A post address is available upon request. Such information will be provided within 30 days.

#### **Disposal of Personal Information**

Data will be disposed of securely and permanently when the player leaves the club within a reasonable timeframe.

#### **Data Retention**

Data obtained via the registration process is only kept for the period of the current season and a further 5 seasons.