



Heyford Park Football Club – Data Protection Policy

Website: www.heyfordparkfootballclub.co.uk

Last updated: October 2025

1. Purpose of This Policy

Heyford Park Football Club (“the Club”) is committed to protecting the personal data of its players, parents, volunteers, and officials. This policy explains how the Club collects, uses, stores, and protects personal information in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all members, coaches, officials, volunteers, and anyone acting on behalf of the Club. It covers all personal data processed by the Club, whether held electronically or in paper form.

3. Data Protection Principles

The Club adheres strictly to GDPR principles:

- **Lawfulness, Fairness, and Transparency:** Personal data will only be processed lawfully, fairly, and transparently, with clear information provided about how and why data is collected.
- **Purpose Limitation:** Personal data collected will have specified, explicit, and legitimate purposes and will not be processed further in ways incompatible with these stated purposes.
- **Data Minimisation:** Only personal data that is necessary and relevant to the specified purposes will be collected and retained.
- **Accuracy:** The Club will take all reasonable measures to ensure the accuracy and currency of personal data, promptly rectifying any inaccuracies identified or reported.
- **Storage Limitation:** Data will be stored only as long as necessary for the defined purposes, adhering strictly to recommended retention schedules.
- **Integrity and Confidentiality:** Robust security measures will be implemented to safeguard personal data against unauthorised access, accidental loss, damage, or unauthorised disclosure.



4. What Data We Collect

The Club may collect and process the following personal data:

- Player details (name, date of birth, gender)
- Parent or guardian contact details
- Emergency contact information
- Medical information relevant to football participation
- Volunteer and coach details (including DBS status and FA qualifications)
- Photographs and videos for promotional or safeguarding purposes
- Financial data for the payment of subs or reimbursement of expenses.

5. Lawful Basis for Processing

The Club processes personal data under one or more of the following lawful bases:

- Consent: Where individuals have given explicit permission (e.g. for photographs or marketing or for the paying of subscriptions).
- Contractual necessity: To register players, manage teams, or deliver Club services.
- Legal obligation: To meet FA, County FA, League or Safeguarding requirements.
- Vital interests: In case of emergency medical needs.
- Legitimate interests: To operate as a grassroots football club effectively and safely.

6. How We Use Personal Data

Personal data is used for:

- Registering players with the FA and relevant leagues
- Managing fixtures, training, and communications
- Safeguarding and welfare purposes
- Emergency contact and medical support
- Club administration, events, and fundraising
- Collecting subscription monies.

The Club does not share personal data with third parties except where required by law or football governing bodies (such as the FA, County FA, or league organisers).

7. Data Security and Storage

The Club takes reasonable steps to keep personal data secure and up to date. This includes:

- Password-protected electronic systems
- Restricted access to data by authorised personnel only (in the case of financial details, only the treasurer)



- Secure disposal of paper records
- Encryption or anonymisation where appropriate

8. Data Retention

The Club retains personal data only for as long as necessary:

- Player registration data: retained for the duration of membership + 2 years
- Incident or safeguarding records: retained in line with FA safeguarding policy
- Financial records: retained for up to 7 years for legal compliance

9. Individual Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion (where legally permissible)
- Withdraw consent at any time (for consent-based data)

Requests can be made by contacting the Club's Committee via the contact form on the website or by email.

10. Data Sharing and Third Parties

The Club may share limited data with:

- The Football Association and County FA for player registration and compliance
- League organisers for competition purposes
- Medical professionals in an emergency
- Relevant police or social services in cases of safeguarding
- Club insurance providers, where required

No personal data is sold or shared for marketing purposes.

Data will only be shared through agreed and certified methods (FA Portal, Matchday App, Verified email addresses)

11. Data and External App Usage

The club may use an external app for its organization and communication. The club will ensure:

- They carry out due diligence with any app they select to ensure it has a suitable data protection (including retention and use) policy
- The club and its volunteers will abide by any data protection requirements so as not to nullify any agreement with the app provider

However, the club will be limited in its liability. Please refer to point 13.



12. Data Breaches

Any suspected data breach must be reported to a member of the committee immediately. If the breach is likely to result in a risk to an individual's rights and freedoms, it must be reported to the Information Commissioner's Office within 72 hours.

13. Indemnity and Limitation of Liability

While the Club takes all reasonable measures to protect personal data, Heyford Park Football Club cannot accept responsibility for any unauthorised access, loss, or misuse of data that arises from:

- Actions or negligence of members, parents, players, or volunteers
- Third-party platforms used for Club administration (e.g. FA systems, league websites, external apps)
- Circumstances beyond the Club's reasonable control

By providing personal data to the Club, all members, parents, and volunteers agree to indemnify and hold harmless Heyford Park Football Club, its officers, and volunteers from any liability, claim, or loss resulting from misuse of data not caused by the Club's own negligence or wilful misconduct.

14. Data Protection Contact

For any questions, concerns, or data requests, please contact:

Heyford Park Football Club Committee

Via website: www.heyfordparkfootballclub.co.uk

15. Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation or FA guidance.

SIGNED: *Peter Ciechan*

Peter Ciechan- Secretary

DATE: 08/11/2025

Date of next review: 08/11/2026