



## **LARKSPUR ROVERS FOOTBALL CLUB**

### **Data Protection Policy (GDPR)**

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

Larkspur Rovers Football Club (LRFC) takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by LRFC in the pursuance of its activities. LRFC 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**

LRFC will request members to provide information at point of registration through the players registration form and at other times dependant 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**

LRFC 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 member of Committee assigned to that specific task that holds such data. If there are any paper copies of any club members data, it is held by the Chairman, Secretary or nominated Committee Member of the club. Individual team data in electronic or paper format is held by each Manager and Coaching staff (as required) of the team.

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

LRFC 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 the player with the league of the team they are playing for. LRFC holds appearance information for the purposes of club records.

The LRFC website will hold members data in teams to support communication of team activities, the team set up, team communications and team progress. Our website may contain links to other sites; please be aware that LRFC is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of LRFC that they need to read the privacy statements applicable on the other sites they are linked to.

#### **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 team manager must be informed. It is their responsibility to ensure the Club Secretary is informed ASAP to ensure all club records are maintained as accurately as possible.





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### **Access to Members Personal Information**

Senior members, Youth members and their parents have the right to access the information that LRFC holds about them. In order to do this a written application must be made to the Club Secretary at the Club registered address of:

Larkspur Rovers Football Club  
Lord Halsbury Memorial Playing Field  
Priors Farm Lane  
Northolt  
Middlesex  
UB5 5FE

or via emailing ([admin@larkspurrovers.com](mailto:admin@larkspurrovers.com))

Such information will be provided within 30 days.

### **Disposal of Personal Information**

Data will be disposed of securely and permanently as required.

### **Data Retention**

Data obtained via the registration process is only kept for the period of the current season and a further two seasons unless required to be kept for longer to comply with other regulations eg Charity Commission Guidelines.

