



GENERAL DATA PROTECTION REGULATION (GDPR)

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Overview

The purpose of this document is to outline the Highcliffe Hawk's Youth FC's ("The Club") policy on the General Data Protection Regulation. This regulation was brought in by the UK government which will apply on 25th May 2018.

Personal data Highcliffe Hawks Youth FC holds

As part of the signing on process The Club requires the following information. The source of the information and reason why the information is required is listed below:-

Data	Source	Reason
Childs First Name	Parent / guardian	Registration with club and league
Childs Surname	Parent / guardian	Registration with club and league
Childs Date of birth	Parent / guardian	Registration with club and league
Address of child and parents / guardian	Parent / guardian	Registration with Club and league
Childs School	Parent / guardian	Registration with Club
Signature of Child	Child	Registration with Club
Email Address of parent / guardian	Parent / guardian	Safeguarding and First Aid requirement plus contact
Telephone number of Parent / Guardian (home or mobile)	Parent / guardian	Safeguarding and First Aid requirement plus contact
Emergency Contact telephone numbers	Parent / guardian	Safeguarding and First Aid requirement
Any medical details such as allergies or medical conditions	Parent / guardian	Safeguarding and First Aid requirement
Doctors name and address	Parent / guardian	Safeguarding and First Aid requirement
Signature of Parent / Guardian	Parent / guardian	Registration with Club
Passport style Photograph of child	Parent / guardian	New Forest League requires passport style photograph for registration to league
Copy of Passport or birth certificate	Parent / guardian	Registration with Club – proof of age. Will be destroyed after proving age.

Communication policy and consent by parents

Collecting any personal information will only be performed by a known representative of the Highcliffe Hawks FC.

Parents / guardians will be asked to acknowledge that they are aware and have read the GDPR policy upon registration with the club.

The information as stated above will be shared with the FA for registration purposes.

Highcliffe Hawks Youth FC will not share this information with any other 3rd Party organisations without the parent's consent.

Data Storage

Any personal information will be only be held by coaches and other representatives of the Club.

Any electronic records that are stored by club representative such as data on Microsoft Office (MS Word, MS Excel) will be password protected.

Data retention

If the child leaves the club the parent must request for the child's information to be removed from the club's records. If this is not specified the information may remain at the club until the club's data retention policy period, below.

The club will destroy any of the child's information through either shredding the paper copies or deleting the electronic data after a period of 7 years after the child has left the club.

Access requests

The club will not charge for complying with any data access request

The club will have one month to comply with the request

The club has the right to refuse any request that we feel is unfounded or excessive.

In this instance the requestor has the right to complain to the supervisory authority. (Information Commissioner's Office (ICO))

Data Breaches

In the event the Parent or Guardian feels there is a data breach they can raise to the Information Commissioner's Office (ICO)