**About**

Hampton rangers FC take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

**What personal data we hold on you**

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants, their parents or guardians, other Club members, our Coaches, and people that have asked to go on our waiting list.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data, it will be with the explicit consent of the participant or, if applicable, the participant’s parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

**Why we need your personal data.**

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants’ and members’ personal data is to be able to run the football club and arrange matches and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

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**Who we share your personal data with**

When you become a member of the Club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) entered onto the Whole Game System database, which is administered by the FA and the Prawn Sandwich database administered by the Surrey Youth League. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club’s data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

**Protection of your personal data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

**How long we hold your personal data.**

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. Information is held by the team manager in regard to emergency contacts, medical or health information. We will delete this data as soon as it is processed by the Club secretary for registration purposes. We may need to retain some personal data for longer for legal or regulatory purposes. **The personal data that is stored on Whole Game System is subject to their privacy policy, so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System, then please contact them.**

We keep personal data on people that have asked to go on our waiting list until the earliest of the start of the following season or until they have declined an invitation to join.

**Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we will not be able to register or administer your membership.

We may update this Privacy Notice from time to time and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice, then please contact the Club Secretary