

## **Privacy Notice Aquinas FC. GDPR July 2019.**

### **1.Introduction**

1.1. This Privacy Notice sets out how Aquinas FC uses and looks after the personal information we process about you.

1.2. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your data secure and to prevent unauthorised access to or use of it.

### **2. What personal data the club processes**

2.1. We may ask you to provide information to us or collect data from you when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, email, or post.

2.2. The information that you are asked to provide will vary depending on the reason for the data collection. The information you give us may include your name, date of birth, country of birth, address, email address, phone number, gender, photograph, and third party contact details in case of an emergency.

2.3. We may ask for information for the purposes of your health, wellbeing, welfare, and safeguarding. Where we hold this data it will be with the explicit consent of the player, or if the player is a child, the player's parent/guardian.

### **3. Who the club processes personal information about**

3.1. Aquinas FC processes personal data about current, former, and prospective players.

3.2. Aquinas FC processes personal data about parents/guardians if the player is a child.

3.3. Aquinas FC processes personal data about volunteers, members, referees, coaches, managers, contractors, third parties, suppliers, and other individuals that we communicate with.

### **4. Why and on what lawful basis the club collects personal data**

4.1. Aquinas FC will keep relevant to the purpose which we require the information and limit the information we request and hold about you. We will only use personal data for the purpose which it has been specifically provided for.

4.2. The reason we need your personal data is to be able to run the football club, arrange matches, administer membership, and provide services you are signing up to when you register with the club.

4.3. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a player and member to provide the services you are registering for.

4.4. The following table sets out ways we plan to use your personal data, and the lawful basis we rely on to do so.

<b>Activity</b>	<b>Lawful basis</b>
Processing player information including payment	Performance of a contract
Organising matches and events	Performance of a contract
Communicating club information and updates	Performance of a contract
Sharing data with officials, coaches, volunteers to deliver training sessions or participate in events	Performance of a contract
Sharing data with Leagues, Divisional Associations, Irish FA to deliver the sport of football	Performance of a contract
Sharing data with committee members to provide information about community and social events	Legitimate interest for club operational purposes
Sharing data with third party service providers or facility providers	Legitimate interest for club operational purposes
Sharing data with a partner as a condition of funding	Legitimate interest for club operational purposes
Sharing data with legal, statutory, regulatory bodies	Legal basis for the club to comply with a legal obligation
Publishing match and league results	Consent to publish your personal data in a public domain including name and image. In the case of children under the age of 18 then only with written consent from parent/guardian
Sending out marketing information about promotions and offers from sponsors	Consent to send you direct marketing
Health and medical information	Consent to process details on your medical history including sharing information at the appropriate level

Processing children's information	Performance of a contract in the case of children under the age of 18 with written consent from parent/guardian
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## **5. Who the personal data may be shared with**

- 5.1. Personal information we collect from players will be entered onto IFA FMS, which is administered by the Irish FA. We also pass your data to Leagues and to Divisional Associations to register participants and the team for matches, competitions, tournaments, or other events and for affiliation purposes.
- 5.2. We may share your personal data with third party service providers, suppliers, contractors, match organisers, coaches, or referees. The people with whom we share your data are not entitled to use the data for their own purposes.
- 5.3. We may share your personal data with government, law enforcement agencies, and regulatory bodies if requested and when we consider the disclosure of your information to be fair, reasonable, and lawful.
- 5.4. The club may require your personal data to be transferred outside of the EU. Where the club does transfer your personal data outside of the EU, we will do so only when provided with the assurance that sufficient data protection safeguards are in place to ensure the security of that personal data.

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

- 6.1. Personal information you submit to the club will be retained for no longer than is necessary to perform the activity for which you have agreed to the submission of the information.
- 6.2. We may need to retain some personal data for legal or regulatory purposes.
- 6.3. The personal data submitted to the Irish FA is stored on IFA FMS and is subject to their Privacy Notice. We advise you review that notice together with this notice. If you would like your personal data to be deleted from IFA FMS then please contact the Irish FA. Further detail is shown on the IFA FMS Privacy Notice.

## **7. Your rights regarding your personal data**

7.1. As a data subject, you have the following rights under the GDPR:

- The right to be informed
- The right to request access to any data held about them
- The right to object to processing of your data
- The right to have inaccurate or incomplete data rectified
- The right to be forgotten (deletion or removal of personal data)
- The right to restrict processing
- The right to data portability
- The right to not be subject to a decision which is based on automated processing

7.2. You are not obliged to share your personal information with us (INSERT Club Name). If you choose not to we may not be able to register you as a player.

### **Contact information**

If you have any queries about this Privacy Notice, want Aquinas FC to stop communicating to you, or want to exercise your rights such as those described above then please contact the Data Protection Officer Garry Cullen.

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

### **Data Protection Authority**

The Aquinas Football Club acknowledges the Information Commissioners Office (ICO) as the authority for data protection in the UK and Northern Ireland. You may contact the ICO at any time. Contact details can be found on the website <https://ico.org.uk/>