



Data Protection and Privacy Policy

Westbury Park Foxes ('The Club') has cause to hold the following personal data about its players:

1. Names, addresses, and contact details (mobile phone and email address) of parents / carers.
2. Date of Birth details, and occasionally for short periods, facsimiles of proof of date of birth (for example, birth certificate, passport).
3. Any medical conditions that the parent / carer feel that the club should know.
4. League registration details.

The Parent / Carer is deemed to be the person or persons who have supplied contact details (mobile phone and email) during the registration of the player. Where more than one name has been supplied as a parent or carer (for example a Fox's mother and father), it is assumed by The Club that permission for any of the actions described in this document can be obtained from either person.

This policy, and the responsibility for its implementation, is owned by the Club Welfare Officer.

Storage

This data is primarily held electronically. As long as this data is held securely, holding an electronic copy makes it easy to control, and it can be easily deleted once it is no longer needed. From time to time there will be the need to print paper copies, but these are deemed to be temporary and will be destroyed when the purpose for which they were printed is complete.

No data is stored in any publically-accessible website or database.

Contact details, date of birth and medical conditions will be stored in a database in UK-hosted servers. This database is password controlled, and known only to the club officials.

Database backups will be stored in an encrypted form. This will be to the AES-256 standard, encrypted using a password known only to the club officials. This password will be changed once per year in October.

Particularly sensitive data, including the facsimiles of birth certificate and passports will only be requested when it is needed, and will be held only whilst that need continues to exist, for example, whilst registration of a player with a league is being made. When the immediate need has gone (in this example, the player has been registered), that electronic document will be deleted and any paper copies destroyed. This data will not be backed up.

All data will be tagged with the date that it was submitted. This makes it easy to ensure that The Club holds only the latest records.

No data will be held about a player once that player leaves The Club, apart from the player's name and team details which are kept only for historical interest.

In addition, all data held by The Club will be reviewed once a year in October, and unless the player has indicated that they wish to continue playing for the club, will be deleted.

A parent / carer can ask The Club to delete all data about a player for whom they are responsible for at any time.

Access

Data access is controlled, and is available only to the following people.

1. Year Group Manager.
2. Club Secretary.
3. Club Welfare Officer.

In addition, a parent / carer can login to the player's registration profile on our website to see all the data held about the player for whom they are responsible for, and correct this if necessary. It is not possible to see the data held about another player, except that indicated as such in the profile (name, team, favourites...). This appears on the 'Profile' tab. All data that can be seen on the 'Personal' tab is available only to the logged in person themselves, and Year Group Managers / Club Officials.

A player's contact details, as shown on the 'Contacts' tab can be optionally made available to other logged in people by setting a preference on the 'Preferences' tab that is shown whilst editing a profile.

From time to time, the registration data may be requested by other organisations, for example to enter a tournament. In these cases, no details will be forwarded to that organisation without permission from the parent / carer, and this permission is explicitly for that particular occasion only. No third-party will be given direct access to the data, even on a temporary basis.

We will never share your data (including photographs) with any third-party organisation without asking your permission first.

Website

Westbury Park Foxes's website (www.westburyparkfoxes.co.uk) comprises a small publically-accessible front end, and a more comprehensive set of pages that are only visible to registered users. Search engines do not have access to this restricted area.

The publically-accessible pages may from time to time include photographs. No photographs on this part of the website will show any player's face without express permission of the player's parents or carers.

The restricted area includes a photo gallery section. These photos are held either within the website itself, or in a private cloud-based photo store. Parents or carers who do not want photographs of their Fox held in this way can indicate such in that player's profile ('Preferences' tab, found when editing a profile).

We adhere to The FA Guidelines to ensure that images are safe and respectful, and used solely for the purposes for which they are intended, which is the promotion and celebration of the activities of The Club, and for training purposes.

Online transactions

Our online shop (www.westburyparkfoxes.co.uk/shop) takes payments (including subscriptions) by credit card or PayPal. These transactions are all handled by secure SSL communication (https) and made directly with a specialist payment-handling company. No details pass through, or are held by our servers.

Data Protection Act 1998

Westbury Park Foxes's Data and Privacy Policy is intended to comply with the detail, and spirit, of the Data Protection Act 1998.

As a not-for-profit organisation, holding data only for membership reasons, we are not obliged to register with the Information Commissioner's Office.

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