



Brentwood Youth AFC

PRIVACY & COOKIES POLICY

Version 1.0 June 2019



This policy applies to all those involved in football under the auspices of Brentwood Youth AFC, Brentwood Girls AFC and The Football Association.

Brentwood Youth AFC respects your privacy and is committed to protecting your personal data. This Policy will inform you about how we look after your personal data when you visit our website or when you sign up to register and receive marketing communications from us, as well as telling you about your privacy rights and how the law protects you.

In this Policy, "Data Protection Legislation" means all applicable legislation which relates to the protection of individuals with regards processing personal data, including the General Data Protection Regulation (EU) 2016/679.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to secretary@brentwoodyouthfc.com or by writing to Brentwood Youth AFC

Data Controller

Brentwood Youth AFC, is the data controller and responsible for your personal data.

This means that we are responsible for deciding how we hold and use personal information about you. We are required under Data Protection Legislation to notify you of the information contained in this privacy notice.

How do we collect information from you?

We obtain information about you when you use our website. For example, when you register a player or yourself via our website.

What type of information is collected from you?

The personal information we collect might include your name, address, email address and telephone number. If you purchase a registration from us or make another transaction, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

How is your information used?

We may use your information to:

process registrations that you have submitted;

- to carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you email communications;
- process a player/coach application or other enquiries.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not release your information to third parties under any circumstances, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Third Party Service Providers working on our behalf:

We may pass your information to our third party service providers for the purposes of completing tasks and providing services to you on our behalf (for example to process payments and send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information is encrypted and protected. When you are on a secure page, a lock icon will appear on web browsers such as Microsoft Internet Explorer and Google Chrome.

While we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Where we have given (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Use of 'cookies'

Like many other websites, the Brentwood Youth AFC website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. For example, we use cookies to store your login to the registrations section of the website.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

Your rights

Under Data Protection Legislation, you are entitled to exercise the following rights over your personal data:

Right to object: You can object to our processing of your information.

Access to your personal information: You can request access to a copy of your information that we hold, along with information on what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making.

Right to withdraw consent: If you have given us your consent to use your information to send you marketing emails, you can withdraw your consent at any time or by using the unsubscribe/opt-out function provided on the email or text message which you receive.

Rectification: You can ask us to change or complete any inaccurate or incomplete personal information held about you.

Erasure: You can ask us to delete your information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.

Portability: You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.

Restriction: You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.

If you would like to exercise any of your rights above, please contact us by email to info@brentwoodyouthfc.com

Make a complaint

You can make a complaint about how we have used your information to us by contacting us, or to a supervisory authority - for the UK this is the Information Commissioner's Office, at <https://ico.org.uk/>.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in June 2019.