



CASSIOBURY RANGERS FOOTBALL CLUB
"More than just a club that plays football"



THE FOOTBALL
ASSOCIATION

Cassiobury Rangers Football Club – Privacy Policy

Introduction

Cassiobury Rangers Football Club is an FA Charter Standard, all-inclusive family friendly club, which welcomes players of all abilities into youth teams from age 5 to 18. We also have a senior team for players aged over 18. We offer a safe and fun environment in which players can enjoy their football and improve their skills, providing high quality facilities and coaching. We charge members an annual membership fee.

This document is Cassiobury Rangers Football Club's privacy policy and sets out the types of data the Club collects about members and people enquiring about becoming members, how we use the data collected, how we store it, and how long we keep it. It sets out your rights on accessing the information the Club holds about you, how you can ask us to fix any mistakes we have made about the data we hold about you and how you can ask us to get rid of any data we hold about you.

For the purposes of data protection, Cassiobury Rangers Football Club is a what is known as a data controller. This means we have control over how your details are used and who we pass them to. Cassiobury Rangers Football Club takes your privacy very seriously and undertakes to take reasonable steps to keep secure the information you provide.

What information do we ask players and their parents/carers to give to us?

In this section we explain in summary how we use information collected about players and follow this up with a table showing in more details what and why we collect players' data.

The Club uses (processes) the information collected about players in a number of ways:

- By team managers using your phone numbers to call you or send text messages to contact you/your child about games and training taking place and to contact a family member if a player is involved in an emergency situation



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- To email you the CRFC newsletter and let you know about Club events, such as the Presentation Day, and to contact you/your parent/carer about any issues with your membership, such as outstanding fees or missing pieces of information such as proof of date of birth or photograph.
- We collect for West Herts Youth League the name, date of birth, photograph, phone numbers and school details of your child to enable your child to be registered to play in league games that are organised.
- For members playing in the Watford Friendly League, we collect information on behalf of the League about players and pass this on to them using their Watford Friendly League printed envelope. Watford Friendly League has its own statement on what it does with the information received.
- We share with match delegates of other teams, the names and photographs of our players before each match
- Knowing how people found out about CRFC (via the online Membership Enquiry form) helps us with finding out the best ways of marketing the Club
- To award prizes or recognition of effort to players
- If we fundraise by applying for grants we may use data about the club membership which does not identify any player personally.
- Keeping records of your attendance at training and matches, your performance at matches, competition results and any disciplinary or grievance information
- Taking photos and videos for training and publicity purposes



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The table below sets out in more detail the information we ask members to give us, why we need it, how we use it, store it and how long we keep it.

Type of information asked for	How we collect it	Why we need it	What do we do with the information collected	How do we store the information asked for	How long do we keep the information collected
Name	<ul style="list-style-type: none">• Membership Registration Form• Online Membership Enquiry form	We need to know your name if you are a member of the Club and your Team Manager can help you feel more involved in team games and training.	<ul style="list-style-type: none">• Is used by Team Managers to keep records of attendance and to be able to contact players or their parents/carers to let them know about football fixtures• To invite players or their parents/carers to join team Facebook groups or apps like Teamapp.com which are used to update members on fixtures and team activities.• Keep track of overall membership	<ul style="list-style-type: none">• Paper Membership registration forms are filed in a folder to which only the Membership Secretary has access• In an Excel spreadsheet to which only the Membership Secretary has access Is stored by Team• Google Sheet for online membership enquiries accessible only by the Membership Secretary who passes on enquiry information on to relevant team	<ul style="list-style-type: none">• If a player re-registers with the club, we will keep the information previously collected and update it if a re-registration form shows new information, such as a new contact details. If a player does not re-register the following season, their membership form is destroyed and any electronic record fully deleted.



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Type of information asked for	How we collect it	Why we need it	What do we do with the information collected	How do we store the information asked for	How long do we keep the information collected
			numbers, membership instalment payments, record issues with membership, eg, missing payments, proofs of dates of birth, or photographs <ul style="list-style-type: none"> Contact people who have enquired about Club membership 	managers to make contact <ul style="list-style-type: none"> Managers as paper or electronic lists to keep records of attendance and to be able to contact players or their parents/carers to let them know about football fixtures 	<ul style="list-style-type: none"> Membership enquiries recorded on Google Sheet are deleted when enquiries are completed and either the enquirer does not take registration with the Club further or becomes a member.
Date of birth	Photocopy of birth certificate or relevant page from passport	The photocopy of the proof of a player’s date of birth are required by the Watford Friendly League and West Herts Youth League as part of their league registration	We pass the proof of date of birth on to the Leagues the club registers players with.	CRFC does not store photocopies of birth certificates or relevant pages from passports as these are all passed on to the Leagues.	We do not keep the proof of date of birth. Watford Friendly League and West Herts Youth League have their own data retention policies.



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Age at start of season	<ul style="list-style-type: none"> • Membership Registration Form • Online Membership Enquiry form 	<p>process.</p> <p>So that we place you in the right team for your age. For example, if you are 9 at the start of the season in September, then we would place you in the U10s team.</p>	See left	<ul style="list-style-type: none"> • Paper Membership registration forms • Excel Spreadsheet accessible only by the Membership Secretary • Google Sheet accessible only by the Membership Secretary • By Team Managers in electronic or paper lists 	<ul style="list-style-type: none"> • If a player re-registers with the club, we will keep the information previously collected and update it if a re-registration form shows new information, such as a new contact details. If a player does not re-register the following season, their membership form is destroyed and any electronic record fully deleted. • Membership enquiries recorded on Google Sheet



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					are deleted when enquiries are completed and either the enquirer does not take registration with the Club further or becomes a member.
Parent's/Carer's name	As above	Where a player is under 18, we need to know who to contact about: <ul style="list-style-type: none"> • Football fixtures the player will be playing in; • if the player needs help in an emergency or with other issues concerning their football 	<ul style="list-style-type: none"> • see left 	<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • As above



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		activities with the club			
Address	<ul style="list-style-type: none"> Membership Registration Form 	We may need to write to the player or their parent/carer at their address by post if we cannot contact them by phone or email	<ul style="list-style-type: none"> Address information is kept within the paper Membership registration form until needed 	<ul style="list-style-type: none"> Paper Membership registration form 	<ul style="list-style-type: none"> If a player re-registers with the club, we will keep the information previously collected and update it if a re-registration form shows new information, such as a new contact details. If a player does not re-register the following season, their membership form is destroyed and any electronic record fully deleted.
Telephone numbers	<ul style="list-style-type: none"> Membership Registration 	So that we can get in touch with a	<ul style="list-style-type: none"> See left 	<ul style="list-style-type: none"> Paper Membership registration forms 	<ul style="list-style-type: none"> If a player re-registers with the



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	Form <ul style="list-style-type: none"> Online Membership Enquiry form 	player or their parent/carer to tell them about: <ul style="list-style-type: none"> joining the club football games or tournaments being on or being cancelled training 		<ul style="list-style-type: none"> Excel Spreadsheet accessible only by the Membership Secretary Google Sheet accessible only by the Membership Secretary 	club, we will keep the information previously collected and update it if a re-registration form shows new information, such as a new contact details. If a player does not re-register the following season, their membership form is destroyed and any electronic record fully deleted. <ul style="list-style-type: none"> Membership enquiries recorded on Google Sheet are deleted when enquiries are completed and



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					either the enquirer does not take registration with the Club further or becomes a member.
Email	As above	So that we can get in touch with the player or their parent/carer to: <ul style="list-style-type: none">• tell them about joining the club• tell them about football games or tournaments being held or being cancelled• to invite them to re/register as members• send them	<ul style="list-style-type: none">• See left	As above	As above



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		CRFC's newsletter			
Emergency contact name and telephone number	As above	<ul style="list-style-type: none"> If a youth team player is injured during training or a football game and their parent/carer is not present or cannot be contacted, we need to be able to contact someone else to let them know what has happened to the player and request their help. If the emergency contact is not the 	<ul style="list-style-type: none"> See left 	As above	As above



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		parent/carer, the Club will get separate consent from the emergency person to hold their contact details.			
Sibling Name and Age Group	<ul style="list-style-type: none"> Membership Registration Form 	The club gives a £10 discount if a brother or sister is a member of another of the Club’s youth teams	<ul style="list-style-type: none"> See left 	<ul style="list-style-type: none"> Paper Membership registration forms Excel Spreadsheet accessible only by the Membership Secretary 	<ul style="list-style-type: none"> If a player re-registers with the club, we will keep the information previously collected and update it if a re-registration form shows new information, such as a new contact details. If a player does not re-register the following season, their membership



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					form is destroyed and any electronic record fully deleted.
Medical Information	As above	The Team Manager needs to be aware of a player's medical needs so that they know what to do if the player becomes ill. The Team Manager can also make sure that if a player has any injuries or disabilities they can play football safely.	To help players with injuries or disabilities, the team manager might make changes to the design of our sports facilities and make sure you are well enough to participate.	<ul style="list-style-type: none"> • Paper Membership registration forms • Excel Spreadsheet accessible only by the Membership Secretary • By Team Managers in electronic or paper lists 	As above
Communication needs	As above	If a player's first language is not English or they have hearing or	The Team Manager may make arrangements to communicate better with players who have	As above	As above



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		learning difficulties, the team manager can take account of this and help the player get the most out of taking part in football training and matches	difficulty hearing or have learning difficulties such as liaising with parents or others who may know sign language or other languages or other ways of helping players to take part more easily in football training or matches		
Religious and cultural needs	As above	If a team manager knows about a players’ religious and cultural needs, they can ensure these are catered for in planning training and fixtures.		As above	As above
Photos of the player	CRFC asks parents/carers to provide photos of their children in	<ul style="list-style-type: none"> Registration with football leagues: Publicity about Club football 	<ul style="list-style-type: none"> <u>Registration with football leagues:</u> Our players in U8-U18s teams cannot take part in League games 	<ul style="list-style-type: none"> CRFC does not store photos of players 	CRFC does not store players’ photos



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	either hard copy format or electronically.	activities: <ul style="list-style-type: none"> Player checking procedures at the beginning of league matches 	without being registered with the relevant leagues. As part of the registration process, we are required by Watford Friendly League to provide hard copies of player photos and electronic photos of players by West Herts Youth League as part of their registration processes. Watford Friendly League keeps the photos and uses them to provide each player with a Watford Friendly League identification card. West Herts Youth League uses the photo to provide a team identification sheet. Both forms of ID are		



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			<p>used to check players taking part are the right ones before the start of each league football game.</p> <ul style="list-style-type: none"> • <u>Publicity about Club football activities:</u> Photos of players are used with their permission in CRFC’s newsletter, its website and in Facebook posts. • <u>Player checking procedures at the beginning of league matches</u> At the beginning of every league game, Match Delegates (usually a parent) from both teams, use the WFL league identification cards or the WHYL team 		



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			identification sheet to check each other's teams to make sure unregistered players are not involved in the match about to be played.		
Disciplinary or other issues with your membership	<ul style="list-style-type: none"> • Membership Registration Form • Records of interviews about match incidents • Player statements about match incidents 	<ul style="list-style-type: none"> • To put together all the information we need in case there are any disciplinary or other issues with your membership. 	<ul style="list-style-type: none"> • In cases where we have to liaise with the FA and/or other clubs to make sure a fair and proper understanding and hearing of a player's case takes place. It is in the player's and the Club interest to provide all players with a safe and fair place to play football. 	<ul style="list-style-type: none"> • Paper Membership registration forms • Word documents to record statements and interviews 	Until the end of the season in which an incident occurred.
Making sure we are fairly offering opportunities to	<ul style="list-style-type: none"> • Membership Registration 	<ul style="list-style-type: none"> • It is in our interests to 	<ul style="list-style-type: none"> • See left • At the moment the 	<ul style="list-style-type: none"> • Paper Membership registration forms 	<ul style="list-style-type: none"> • If a player re-registers with the



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everyone by asking about players’ age, gender, ethnicity, health and disabilities.	Form	make sure we provide all players with the same opportunity to get into football no matter who they are or where they come from	Club does not collect information about gender or ethnicity	<ul style="list-style-type: none"> • Excel Spreadsheet accessible only by the Membership Secretary • By Team Managers in electronic or paper lists 	club, we will keep the information previously collected and update it if a re-registration form shows new information, such as a new contact details. If a player does not re-register the following season, their membership form is destroyed and any electronic record fully deleted.

Disclosing your personal information

We



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will share your
personal
information with

- Watford Friendly League
- West Herts Youth League
- The FA Whole Game System
- The government or our regulators where we are required to do so by law or to assist with their investigations or initiatives
- Police, law enforcement and security services if required to assist with the investigation and prevention of crime

We collect data about players on behalf of Watford Friendly League, West Herts Youth League and the FA Whole Game System so that you can be registered with them and be able to play in league games.

- For Watford Friendly League registration, we are required by Watford Friendly League to ask you to complete their registration envelope and provide an up to date photo for the new season, and for new players, proof of your date of birth.
- For West Herts Youth League, we use the same information we collect for your registration with CRFC and an up to date electronic photo of you to register you with them.

Keeping your data safe

The Club undertakes to keep your data as safe as possible. All Team Managers and volunteers working in the Club have been trained to keep players' data safe and secure. Any spreadsheets used to store data are password-protected. Data we collect via Google Forms which we use, for example, for our Membership Enquiry Form, may not be stored in the UK or the European Union. However, the standards of security used by Google Forms meet the requirements of the UK and European Union data protection regulators. Paper registration forms are kept securely

and



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only the
Membership
Secretary has

access to them. Team Managers only keep information about players in the team they manage and is kept securely by them.

Your right of access to your/your child's data held by the Club

You have the right to ask the Club to tell you what information it holds about you/your child and who uses that information and for what purpose. To ask for this information, you can email the Membership Secretary on crfcmembership@hotmail.co.uk. The Club undertakes to respond to your request within 20 working days.

Your right to have personal information held by the Club corrected or erased

You have the right to ask the Club to correct personal information it holds about you or to destroy it by deleting electronic records or safely destroying paper registration forms. To get personal information corrected or destroyed, you can email the Membership Secretary on crfcmembership@hotmail.co.uk.

Changes to this Privacy Policy

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

Contacting us

If you have a question or a complaint, you can always get in touch with the Membership Secretary crfcmembership@hotmail.co.uk or any of the Club Management Committee members whose contact details are shown on the Club website at www.cassioburyrangersfc.co.uk under "contacts".

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