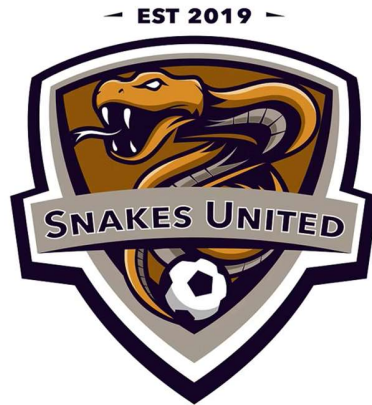




SNAKES UNITED FC

DATA PROTECTION & PRIVACY POLICY

Version 1.0 | Review Annually

Club Address: 5 Norman Road, Carlton, Nottingham, NG3 6LN

1. Purpose

This policy explains how Snakes United FC collects, stores, uses and protects personal information. As a community focused charity football team, the club is committed to protecting personal data and maintaining trust with players, volunteers, supporters, donors, sponsors and members of the public.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

2. Legal Framework

This policy is based upon the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

3. Data Controller

Snakes United FC acts as the Data Controller for information collected for club administration, events, fundraising, volunteering and community engagement activities.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

4. Information We May Collect

Names, addresses, telephone numbers, email addresses, emergency contacts, fundraising records, volunteer details, photographs, social media content, event registrations and correspondence.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

5. Lawful Bases

The club processes information using lawful bases including consent, legitimate interests, legal obligations and contractual necessity where appropriate.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

6. Data Protection Principles

Personal data will be processed lawfully, fairly and transparently; collected for specified purposes; limited to what is necessary; kept accurate; retained only as long as required; and protected through appropriate security measures.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

7. Special Category Data

Where welfare or health information is collected for safety reasons, access will be restricted to those with a legitimate need to know.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

8. Photography and Media

Photographs and videos may be used for promotion, fundraising and community engagement. Where appropriate, consent will be obtained before publishing identifiable images.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

9. Social Media

Club-managed social media accounts must not share personal data without lawful justification. Private information must never be published.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

10. Safeguarding Records

Any welfare concerns reported to Jordan Atkinson, Welfare Officer, will be stored securely and retained only as necessary.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

11. Data Security

The club will use passwords, secure storage, limited access and responsible handling practices to reduce the risk of unauthorised access or loss.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

12. Data Sharing

Information will only be shared where required by law, safeguarding duties, insurance requirements, funding obligations or with consent.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

13. Individual Rights

Individuals can request access to their data, correction of inaccurate information, erasure where applicable, restriction of processing and other rights under UK GDPR.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

14. Data Breaches

Any suspected breach must be reported immediately to the committee and assessed promptly. Appropriate action will be taken.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

15. Retention Schedule

Club records should be reviewed regularly and securely destroyed when no longer required.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

16. Fundraising and Community Activities

Information collected through fundraising events, the Let's Talk Project and other community initiatives will only be used for the purposes originally communicated.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

17. Responsibilities

The committee, volunteers and players are expected to follow this policy and report concerns relating to data protection.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

18. Complaints

Individuals may raise concerns with the club and may also contact the Information Commissioner's Office if dissatisfied with the handling of personal information.

This section applies specifically to Snakes United FC activities including football matches, fundraising, sponsorship engagement, charitable projects, volunteer management and community events.

Appendix A - Data Subject Access Request Form

Name:

Address:

Information Requested:

Preferred Response Method:

Signature:

Date:

Appendix B - Personal Data Breach Record

Date/Time of Incident:

Description:

Actions Taken:

Outcome:

Reviewed By: