

## **DATA & PRIVACY POLICY**

PLEASE READ THIS PRIVACY POLICY CAREFULLY AND RETAIN A COPY FOR YOUR RECORDS.

Ware Youth Football Club respects the privacy of every person and is committed to protecting all of your personal data (Personal Data)

Personal Data means any information that may be used to identify an individual, including, but not limited to: a first and last name, a home or other physical address, and an email address or other contact information, whether at work or at home.

This privacy policy (Policy) applies to your use of the website at [www.wareyouthfootballclub.co.uk](http://www.wareyouthfootballclub.co.uk) (Website) and our services (Services).

The Policy will serve as a summary of your privacy rights. The law, the General Data Protection Regulation (EU 2016/679) effective 25th of May 2018, requires that your Personal Data be kept private unless there is a legal obligation or requirement for disclosure by us to authorised parties, in which case we will make such disclosure(s) as legally obliged. We must give you this notice about our privacy practices and follow the terms of this Policy while it is in effect.

Your use of our Services indicates your acceptance of the terms of this Policy.

### **INFORMATION YOU PROVIDE**

According to the General Data Protection Regulation, each Personal Data processed by Ware Youth Football Club will be performed on one of the following legal basis:

Your consent;

The performance of the services subscribed by you;

The legitimate interest pursued by us or by a third party, except where such interests are overridden by your interests or your fundamental rights and freedom.

The information that we collect is to enable us to contact you via email, telephone or postal address about your membership with Ware Youth Football Club or to email you about relevant information relating to the Ware Youth Football Club. We use the information provided to ensure that we can contact our members about their membership. We may also use the information you send to us to communicate with you via email and, possibly, other means, regarding products, services and events we think may be of interest to you.

We collect clients' information via our booking forms that are filled by prospective clients in order to become a member at Ware Youth Football Club. The information that we collect is to enable us to contact you via email, telephone or postal address about your membership. We also collect your details by an email conversations and website online requests. We do not share the information with any third party marketing agencies.

If you contact us, we may keep a record of that correspondence.

### **THIRD PARTY INFORMATION**

We do not rent or sell your Personal Data to anyone.

We may share and disclose information (including Personal Data) about our customers or users in limited circumstances to other service providers. We are working closely with third parties (including but not limited to, for example, the FA, mid-herts rural league, Herts development league and sub-contractors in payment, and may receive information about you from them.

### **HOW WE USE YOUR DATA**

We will use your Personal Data:

To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information and services that you request from us;

To provide, maintain and improve our services;



To notify you about changes to our services;

To send you notices, updates, security alerts and support and administrative messages;

To respond to your comments, questions and requests and provide customer service;

To ensure that the content from our website is presented in the most effective manner for you and your computer or device;

To administer our website and for internal operations, including troubleshooting, data analysis, research, statistical and survey purposes;

To measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;

For purposes made clear to you at the time you submit your information (for example to fulfil a request, to provide to provide you with information you have requested about our services);

As part of our efforts to keep our website and services safe and secure.

### **COOKIES**

Our website and some of our services use cookies and other similar tracking technologies (like web beacons, tags and scripts) to uniquely identify your browser and to gather information about how you interact with the website and services

A cookie is a small text file containing a string of alphanumeric characters that may be placed on your computer or device or web browser when you visit the platform and/or website. When you next visit the platform or website the cookie allows us to distinguish you from other users.

You have the ability to decline cookies by changing the settings on your browser but this might prevent you from benefiting from some elements of our website. You can also consult or destroy cookies if you wish, since they are stored on your hard disk.

### **SECURITY**

The importance of security for all your Personal Data is of great concern to us. Our technical, administrative and physical procedures are designed to protect Personal Data from loss, theft, misuse and accidental, unlawful or unauthorized access, disclosure, alteration, use and destruction.

If you have any questions about the security of your personal information, you can contact us.

### **YOUR RIGHTS**

The General Data Protection Regulation (GDPR), gives you the right to access your Personal Data. You also may update, correct or delete by contacting [secretary@wareyouthfootballclub.co.uk](mailto:secretary@wareyouthfootballclub.co.uk).

You are entitled to access your Personal Data if you are:

The data subject; or

A representative of the data subject who has written consent; or

We are not obliged to comply with your request unless we have received:

A request in writing.

Enough information to identify you (or the data subject).

Enough information to identify the information sought.

Once all of the requested information is collated by us, we will review the data to ensure that:

a) The information is clear

b) Any information in relation to a third person is removed unless they have given their consent. If any information has been removed e.g., relating to another person OR all the information asked for is not given, an explanation will be included in a letter to you.

The data will be sent to you in an easily readable format (email, post) applying appropriate security, within one month of receiving your valid request.

#### **NOTICES, AMENDMENTS AND UPDATES**

We may change this Privacy Policy at any time or substitute this Privacy Policy at our sole discretion. We reserve the right to make any revised policy effective for Personal Data we already have about you as well as any information we receive in the future.

If we make changes, we will notify you by revising the dates of the Policy.

#### **MARKETING COMMUNICATIONS**

You can opt-out of receiving marketing communications from us at any time, by using the unsubscribe link in the emails communications we send or by contacting us with the word "UNSUBSCRIBE" in the subject field of the email.

By using our services, you acknowledge your acceptance of our Privacy Policy, as updated from time to time. It is recommended that you read this Privacy Policy each time you consider or choose to use our Services to ensure that you have not missed any changes to this Privacy Policy.

**LAST UPDATED: 1<sup>st</sup> September 2021**