



## **TWICKENHAM PARAKEETS FC PRIVACY POLICY**

Twickenham Parakeets FC is a football organisation, which collects information necessary to establish or maintain club membership and provide activities for people who are members of the organisation or have regular contact with it. All processing activities are conducted in accordance with the GDPR and with the Data Protection Act 2018. This privacy policy explains how Twickenham Parakeets FC uses personal information and the steps taken to ensure information is kept secure.

### **Topics:**

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*What information do we collect from you?*

We collect information from you when you become a member of Twickenham Parakeets FC and register for a coaching session. We currently do this via email and as part of our website. Where players are aged 18 years or below, we will request parent/guardian/carer information.

Personal data, which we will ask for, includes:

Date of birth  
Address  
School  
Medical details  
Contact details for player and/or guardian

In circumstances where players are competing in competitions or leagues, we may also request a passport photo, photograph and, at times, a signature from the player, for league registration purposes. This will be collected by email or face-to-face conversations.

As part of the process of registering with Twickenham Parakeets FC, you may have provided consent for you and/or your child to be photographed by club management staff or team managers, and for these photos to be shared on our website, social media channels or other official media outlets. If you would subsequently like to withdraw consent, please email [twickenhamparakeets@gmail.com](mailto:twickenhamparakeets@gmail.com).

#### *How will we use the information you provide us?*

All information is held securely which can only be accessed by the registration officer. Your data is used solely for the purposes of administering your membership (including being contacted by your age group's manager and registration officer on key matters concerning team, training sessions, and match information (if relevant), as well as club news.

#### *Sharing of information with third parties*

In general, any information you provide will only be used internally within the organisation. It will never be supplied to anyone external to Twickenham Parakeets FC unless we are obliged or permitted by law to disclose it.

We will not share information about you with third parties for any other reason without your explicit consent.

#### *Access to your information and correction/removal*

You have the right to request a copy of the information that we hold about you. You also have the right to request for your personal data to be removed or to correct any information you think is inaccurate, at any time.

If you would like a copy of your personal information, or would like to remove or make a correction to this information, please email [twickenhamparakeets@gmail.com](mailto:twickenhamparakeets@gmail.com).

To ensure safety for our members, we have an extensive checking and approvals process for all staff, volunteers and third party coaches.

All coaches and managers have to complete DBS Checks, as well as FA badges that include a Safeguarding children certificate and First Aid certificate. All DBS checks are managed through FA and administered by the Twickenham Parakeets FC Welfare Officer. The FA holds all Information; Twickenham Parakeets FC does not hold any DBS data.

#### *How we use cookies*

A cookie is a small text file which is copied onto your hard disk by a website. Cookies do not cause any damage to your computer and do not contain viruses. You can

disable the use of cookies at any time via the settings on your browser. Some cookies allow personal information to be gathered about visitors. We do not use cookies on this website at the present time.

#### *Changes to our privacy policy*

We keep our privacy policy under regular review and we will place any updates on this page. This last policy was updated on 1st September 2019.