



Luctonians Sports Club Ltd & Luctonians Ltd

Privacy Notice (Children and Young Persons)

This **privacy notice** is issued by Luctonians Sports Club Ltd incorporating Luctonians Ltd and is compiled in accordance with the General Data Protection Regulations (GDPR).

Luctonians Sports Club Ltd, your Club, has been set up to provide you the chance to play a sport of your choice and help, develop in that sport and to have the necessary facilities to play your sport.

Your Club has to demonstrate that it has a lawful reason to collect personal information and other sensitive information such as medical information about you. This enables us to provide you a safe place to play your sport, as such we claim that we have a Legitimate Authority to collect that information as without it we could not provide you the opportunity or a safe place for you take part in your chosen sport.

We provide this notice so you are aware of the reasons we need to have this information and what your rights, in law, are in respect of this information.

What is Personal Information

Personal data or information can mean any information that is personal to you and from which someone could identify who you are. This is easily recognisable when you consider your name and address, but may be not so easy when we talk about other things like photographs or videos that you might appear in while playing.

Sensitive Personal Information (Special Category Data)

The GDPR refers to sensitive personal information as “special categories of personal data”. Examples of this information would be any medical information that we might be given about you that is necessary for your health, such as the fact that you are allergic to certain types of food or medicine. This helps us to keep you safe when playing your sport or enjoying the facilities and services that Luctonians supply for you, such as food after a game. Likewise, we also need to know whether you are a boy or a girl so we can make sure suitable facilities are available for you. This sort of information will be provided to the club by your parent or guardian and they will have to give us permission to keep and use the data to keep you safe and well.

What do we use this information for?

To enable us to provide you with the opportunity to play your sport, pitches to play on and Clubhouse to use before and after we need to collect the information about you. This helps us to identify you as a member of the Club and that you are allowed to play at the Club and use our facilities. This information we use to register you as a player of your sport with your sports ruling body so you can play in competitive matches.

As already explained we also need to know other information about you that we use to keep you safe whilst playing and enjoying your sport.



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We know that all information we have about you is important and private to you. We will not share that information with anyone else without first the permission from your parent or guardian, unless it is a lawful request from someone such as the Police.

The Club knows that Photos and Videos are forms of personal data. The Club might collect photos or videos of you enjoying your sport so we can show others how much you and your friends enjoy playing your sport at your Club. But we will never do this to embarrass you or your friends or if you have told us, or your parent or guardian have told us, you do not want this to happen.

The Club knows that as an individual you have the following rights in respect of your personal information that we hold about them. These are your rights and the rights of your parent of guardian on your behalf:

- The Right to be informed – We will tell you what we are doing with your information
- The Right of Access – You have a right to know what we do hold about you and to see it.
- The Right of Rectification – This means that you have the right to ask the Club to amend any data held that is not correct.
- The Right of Erasure – This means that any information we hold you can request it to be deleted.
- The Right to Restrict Processing – This means you can request that we do not use your information in certain ways or for certain purposes for example displaying photographs of you on the web site.
- The Right to Data Portability – This means if you request a copy of the personal data that the Club holds on you it must be supplied in format that you can access and read.
- The Right to Object – This means the Club must stop doing things with your personal information if you request it.

If you want more information on your above right please speak to your club coach or manager and ask them.

Keeping of Personal and Sensitive Information about you.

The Club will keep your information for only as long as necessary and once the information is no longer required it will be securely destroyed.

In the case of Personal Information that identifies current members we will keep and update the information for as long as you are a member. When you stop being a member, your membership information will be kept for 3 years before it is destroyed. You might want to join and play your sport again.

In the case of sensitive information this data will be immediately deleted from the Clubs systems and files when it no longer becomes relevant.



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Security of Personal and Sensitive Information

The Club takes very seriously the expectation of members that their personal data and sensitive information is to be kept private and secure.

In order keep for information private the Club has trained its staff, coaches, managers and anyone else who might have access to your information in the Club in how to keep your personal information safe and private.

Marketing data

Under no circumstances will the club cause you as a child or young person to receive emails or other communications that try to sell you anything.

Websites and Social Media

The Club knows that young people have a lot interest in digital media such as websites, Facebook, Twitter, Instagram and the like. The Club celebrates your use of these technologies, but we also know that we have a duty to keep your personal information safe when such technologies are used. The Club has a strict code of conduct about how we use these sites and how your personal information, such as photographs that include you are used.

The Club will never post a photograph or video of you on any of its sights that might cause you any embarrassment. The Club will not post any sole picture of you on any of it public open sites for any reason without first of all asking you and your parent or guardian for specific permission to do so. Other personal details will not be published on any public open website or social media pages without your and your parent or guardian's permission.

The Club has a code of practice that allows for pictures and other information to be published on closed social media sights that are specifically set up for you and your families benefit and is private to those who you directly play with and their families.

This policy should be read in conjunction with other data protection Policies of the Club.

Any question about this Policy should be directed to the Club's data protection officer:

dpo@luctonians.co.uk

24th April 2018