

PRIVACY NOTICE

LOCHGILPHEAD SOCCER CENTRE AND LOCHGILPHEAD RED STAR YFC

Lochgilphead Soccer Centre and Lochgilphead Red Star YFC takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you register as a member of Lochgilphead Soccer Centre and Lochgilphead Red Star YFC or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – eg. name and parent/guardian contact details name, address, email address and phone/mobile number.
- Date of birth – to establish eligibility for SYFA registration and participation in leagues, festivals and tournaments.
- Payment details – bank account number, sort code.
- Equality information – gender.
- Medical information - relevant health conditions and medication.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership and the services and benefits related to that.

Why we need your personal information

- We need to collect your personal information so that we can manage your relationship with us. We may use our members' personal information to:
 - To allow us to provide you or your child with core member services allowing your child to participate in all the activities associated with Lochgilphead Soccer Centre and Lochgilphead Red Star YFC teams.
 - Set up an online membership account enabling you to manage your membership and communication preferences.
 - Organise club activities and manage risk and safety.
 - Register your membership with the representative bodies such as Scottish Youth Football Association, Scottish Football Association and with organisers of football festivals and tournaments, other youth football clubs and Coerver Coaching Scotland.
- We also process our members' personal information in pursuit of our legitimate interests to:
 - Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, matches, festivals and other events.
 - Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
 - Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.
- We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:
 - The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.
- We may use aggregated and anonymised reports of our members' personal information for equality monitoring purposes, enabling us to evaluate and promote equality of opportunity within our sport.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

We may share your personal information with the following:

- Scottish Football Association or Scottish Youth Football Association when we register your child as a player or yourself as a coach, volunteer or official of the club.
- Organisers of the festivals, officials of football leagues and team officials of other clubs when we enter festivals, tournaments or take part in leagues.
- Scottish Football Association or Live Argyll to assist in monitoring and delivery of football coach education.
- Coerver Coaching Scotland when we take part in the Coerver Partner Club Programme to allow them to deliver football coaching or coach education.
- Statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.
- Professional and legal advisors for the purpose of obtaining advice.
- Membership websites to help us promote the club and track membership

How we protect your personal information

Your personal information is accessed by our Membership Secretary, Treasurer, Child Wellbeing and Protection Officer, Red Star YFC Team Officials, Coaches, First Aiders and Chairperson only for the purposes set out above. It is stored by our club in a paper register of members held in a lever arch file held in our storage container and by our Membership Secretary and electronically in the Cloud in a protected spreadsheet.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 2 years.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a "subject access request".
- Request that we delete your personal information.

You can contact us at lochgilpheadsoccercentre@gmail.com

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk