



South Surrey Youth Football League - Data Privacy Notice

Last Update: Feb 2018

1. About this Notice

1.1 This notice explains what personal information we collect and why, how we use it, and how we keep it secure.

1.2 We may collect, use, and store your personal data, as described in this Data Privacy Notice or when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Notice from time to time without prior notice but will not apply any amendments retrospectively. You are advised to check our website www.ssyfl.org for any amendments.

1.4 When dealing with your personal data we will comply with the Data Protection Act 1998 (DPA) and its successor the General Data Protection Regulation (GDPR) in force from 25th May 2018. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of the personal data we hold about you unless otherwise stated in the table below.

1.5 Enquiries about this notice should be addressed to info@ssyfl.org.

1.6 The systems we use to collect data include our website and two membership systems (one for club registrations and one for club & team contacts).

2. Personal information we collect

Type of information	SSYFL Purposes	Sharing Purposes	Legal Basis
Club Registration Owner name, email address(es), phone number(s).	To manage the Club’s application to become a member of the league, and to manage the Club’s registration record thereafter.	May be shared with the FA to reconcile SSYFL registration and FA Club Affiliation records.	Legitimate Interest of SSYFL, and members of the applying Club and their Teams. Enables the Club and their Teams to join the League, and



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			the League to affiliate to the FA governing body to enable participation.
Club Officer name, email address(es), phone number(s).	To manage the Club's membership of the league.	May be shared with the FA to reconcile SSYFL records with FA Club Affiliation records. May be shared with other Club Officer's to conduct League business relevant to multiple member Clubs.	Legitimate Interest of SSYFL, and the members of the applying Club and their Teams. Enables the Club and their Teams to participate in the League, and the League to communicate with member Clubs, and the League to maintain compliance with the FA governing body.
	To forward information about football related opportunities for the benefit of member Clubs and Teams E.g. tournament invitations.	May be shared with other SSYFL member and FA affiliated Club/Team Contacts as a League wide communication to provide football related opportunities e.g. tournament invitations.	Legitimate Interest of member Club and Teams to receive football opportunities for their members.
Team Contact name, email address(es), phone number(s).	To manage the Team's membership of the league.	May be shared with the FA to reconcile SSYFL records with FA records. May be shared with Team Officers to conduct League business relevant to multiple Teams.	Legitimate Interest of SSYFL, and the member Team. Enables Teams to participate in the League, and the League to communicate with member Teams, and the League to maintain compliance with the FA governing body.
	To manage the Team's fixtures in the league.	May be shared with other SSYFL member and FA affiliated Club/Team Contacts to arrange fixtures. May be shared on the Referees Forum if the Subject requests assistance to appoint a referee.	Legitimate Interest of SSYFL, and the member Team. Enables the Team to participate in the League. Essential in enabling fixtures to take place.



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	To manage the SMS text results service on the FA Fulltime system	Recorded on the FA Full-time system, shared with Full-time system administrators for maintenance purposes.	Legitimate Interest of SSYFL, and the member Team. Enables the Team to participate in the League and submit match results.
	To forward information about football related opportunities for the benefit of member Clubs and Teams E.g. tournament invitations.	May be shared with other SSYFL member and FA affiliated Club and Team Contacts as a League wide communication to provide football related opportunities e.g. tournament invitations.	Legitimate Interest of member Club and Teams to receive football opportunities for their members.
Player name, Date of Birth, photograph (if obtained by the member club).	To manage Player registration authorising participation in the league.	Shared between Officers of the player's member Club who collect and share the data in the first instance with SSYFL and the FA governing body.	Consent. Obtained by the member Club to share with the League and the FA governing body for registration purposes to enable the player to participate in the League.
Activity reports containing information identifying an individual.	To manage participation and activity in the League of Players Club/Team Officials, Match Officials, and Spectators in respect of e.g. safeguarding, discipline, player dispensations.	May be shared between Officers of the Subject's member Club/Team and/or the FA governing body and their authorised agents. The named parties may be the organisation collecting/sharing the data in the first instance.	Legitimate Interest of SSYFL and Member Clubs and Teams to enable safe, fair, and inclusive participation in the League. Vital Interest of the participants in respect of safeguarding.
Referee Contact name, email address(es), phone number(s).	To manage the Referee's participation in the league and to provide refereeing opportunities.	May be shared with other SSYFL member and FA affiliated Club and Team Contacts to arrange and manage referee appointments. May be shared on the Referees Forum if the referee requests assistance to post for appointments.	Legitimate Interest of the referee to be informed and contacted about refereeing opportunities, and to manage subsequent fixture appointments. Consent to post on the referee forum for each request, and Consent obtained by the FA governing body for inclusion in the county handbook distribution.



Type of information	SSYFL Purposes	Sharing Purposes	Legal Basis
Recognisable photographs of SSYFL participants.	Published on website and hard copy Handbooks/Programmes.	Shared through publication.	Consent. Obtained at events or by approach to the participant.
Volunteer Contact name, address(es), email address(es), phone number(s).	To manage Volunteer participation in SSYFL.	May be shared with SSYFL membership and external organisations working with SSYFL. May be published on website and in hard copy.	Consent. On appointment and when new reasons to share identified.

3. Disclosure of your information

3.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent except where required to do so by law or as set out in the table in section 2. above or the list below.

- as required as a matter of law;
- in the reasonable enforcement of our contractual rights;
- to identify or resolve technical problems arising from the use of our website;
- to deal with complaints from any party regarding the operation of our website;
- to service providers, agents, and subcontractors to us for completing tasks and providing services to you on our behalf. This will be provided by third parties under contract to keep your information secure and not to use it for their own purposes.
- as otherwise set out in this Privacy Policy or in those parts of our website where we collect your personal details.

4. Opting Out

4.1 At any stage you may opt out to receive information from us or third parties to whom we have passed your data on a legitimate interest basis by contacting us at info@ssyfl.org and deleting your information from your Club Registration and/or Club & Team Contact Record.

4.2 For information requiring specific consent, you may withdraw your consent at any time by contacting info@ssyfl.org.



4.3 Information already shared legitimately by us will be held in accordance with the recipient's privacy policy, and you should contact them directly if you continue to receive communications that you no longer want to receive.

4.4 Please note you may not be able to fulfil all the duties expected of you as a Club or Team Contact if we do not have and/or cannot share your personal contact information as described in this notice.

5. Security of Information

5.1 Data stored on our website and membership system will be stored in a secure manner and we shall use reasonable endeavours to ensure such data is not subject to loss, misuse, unauthorised access, alteration, or destruction.

5.2 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5.3 Member Clubs will have access to a directory of contacts. It is not recommended to download this information as it will get out of date quickly. If downloaded, it should not be distributed and must be held in a password protected area.

6. Cookies

6.1 In common with many other website operators, we may use standard technology called 'cookies' on this website. Cookies are small pieces of information that are stored by your browser on your computer's hard drive and they are used to record how you navigate this website on each visit.

6.2 Cookies on our website are used for a variety of different purposes, but their use breaks down into the following categories:

- a) **Strictly Necessary Cookies:** These are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website or membership system.
- b) **Analytical/Performance Cookies:** These allow us to recognise and count the number of users of our website and see how such users navigate through our website. This helps to improve how our website works, for example, by ensuring that users can find what they are looking for easily.



c) **Functionality Cookies:** These improve the functional performance of our website and make it easier for you to use. For example, such cookies are used to remember that you have previously visited the website and asked to remain logged in to it.

6.3 You can manage cookies by activating the setting on your Internet browser that allows you to refuse the setting of all or some cookies. Please note, if you do turn cookies off, this will limit the service that we are able to provide to you and may affect your user experience.

7. Links to other websites and systems

7.1 Aspects of this privacy policy are outside of our control for proprietary websites and systems provided as a service to the League and our member Clubs by the FA governing body (FA Whole Game System, FA Full-time). We are not responsible for the data privacy policies of these services, only how we use the data made available to us through the services. We can accept no responsibility for the policies in respect of how the system operates, security of Information, use of cookies, or the FA's use of data visible to us where it is provided by you or your club to the FA; Please check the relevant website, system, and/or organisation Data Privacy Policies before you submit any personal data.

8. Passwords

8.1 Where we have given you or you have chosen a password which enables you to access certain parts of our website or membership system, you are responsible for keeping this password confidential.

9. How long we keep your information

9.1 You are invited to renew, amend, or delete your information each season, and can do this at any other time by securely accessing our systems or contacting us at info@ssyfl.org. We recommend that you regularly review the personal information you have supplied to us to ensure that your information is correct and up to date.

9.2 We will hold your personal data on our systems for as long as the purposes stated at 2 above are relevant to you. When this is no longer the case we will stop processing your data but will hold it in an archived form for one league season to resolve any outstanding league business and to comply with our obligations to other members of the League and the FA Governing body.



10. Your rights

10.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another organisation in certain circumstances.

10.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.