



## **MALTBY MAIN JUNIORS FOOTBALL CLUB**

### **PRIVACY POLICY**

Maltby Main Juniors Football Club (MMJFC) is committed to keeping members, parents, guardians, coaches and supporters up to date with its privacy and data protection practices in line with the General Data Protection Regulations (GDPR – May 2018). We want you to understand whose data we keep, why it is retained, how it is retained and when it may be used. We assure all members that we respect the privacy of children's and parents' information.

The primary purpose of the data we hold is for club membership and the necessary affiliation to leagues and The FA.

The management of the data we hold is the responsibility of the following:

Club Secretary,  
Club Committee,  
MMJFC team managers and coaches.

The data we collect is obtained via player registration forms, photograph consent forms and medical information forms. Parents and guardians are asked to sign these documents at the start of each season or upon joining the club. This signature confirms agreement to provide the information needed to affiliate with the relevant league. Parents and guardians can opt out of these processes or object to their data being used at any time.

### **Data Processing**

Information gathered through the outlined processes will be stored and retained. To ensure accuracy, this information will be reviewed and updated regularly (at least annually). Data will only be shared with MMJFC team managers and relevant members of the club committee as necessary to support the primary purpose of the club. It may also be shared with The FA and the relevant league, such as the Sheffield and District Junior League. The information covers the basics required for affiliation and includes relevant medical details to ensure player safety.

**Filing and Data Retention**

Individual data will be retained for the duration of membership at the club. Data is retained in paper format and held securely by the Club Secretary and, where appropriate, team managers. When a member leaves the club, their data will be securely destroyed.