



**Wick Academy Football Club
Harmsworth Park Wick
EU General Data Protection Regulation
(GDPR) Privacy Policy
WAFC-P-011**



Version 1.2 – 14th June 2019

1. Introduction

At Wick Academy FC, we value your privacy, and want to make sure you're aware of your options to control your data. This Privacy Policy aims to increase transparency and compliance with the European Union's General Data Protection Regulation (GDPR) which came into effect on the 25th May 2018. We have included information in this Privacy Policy about the types of data that we collect, the ways in which we use the data, and the measures we take to keep your personal information safe and secure. Please make sure you read the Privacy Policy in full.

2. Who we are

Wick Academy FC is the data controller and we are responsible for your personal data (referred to as “Wick Academy FC”, “the club”, “we”, “us” or “our” in this Privacy Policy document).

Our full contact details are:

Wick Academy Football Club

Harmsworth Park

South Road

Caithness

Scotland

KW1 5NH

Responsible Person for Data Protection: John Briskham

Email: WAFC_GDPR@wick-academy.co.uk

3. The Data We Collect

Please see Appendix A of this Privacy Policy for details of the information we collect, what we use it for and who (if anyone) we may share it with.

Please note that when using the using the Wick Academy FC web site (www.wick-academy.co.uk) we use cookies to track visitors. If you do not want this information to be stored on your computer, you may refuse to accept cookies at any time by activating the setting on your browser or device which allows you to refuse cookies. This will allow you also to prevent your browser from accepting new cookies as well as offering other options and settings concerning cookies including their deletion if required.

Our website may contain links to third- party sites. This Privacy Policy does not apply to those third-party sites. We recommend that you read the privacy statements of any

other sites that you visit as we cannot accept responsibility for the privacy practices of these sites, which may be different to ours.

4. Sharing and disclosing your data

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this Policy, or where there is a legal or governing body requirement to do so. Please see Appendix A of this document for further details on who (if anyone) we may share your data with.

5. Safeguarding Measures

Wick Academy FC takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and always try to ensure that only the personnel or organisations (where appropriate) that require to see your information have access. Within the club data is only shared with staff that require access to it to carry out day-to-day business, e.g. paying staff wages or administering things like our Premier Club. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

6. How long we keep your data

Wick Academy FC only ever retains personal information for as long as is necessary to fulfil the purpose(s) for which it was collected. We are required under UK tax law to keep basic personal data for paid staff for a minimum of 6 years, after which time it will be destroyed. See Appendix A of this document for further information regarding retention periods for each category of data we hold.

7. Your rights regarding your data

You can request a copy of the data that we hold about you at any time by contacting us in writing or using this email address WAFC_GDPR@wick-academy.co.uk.

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes or you require us to destroy any of your data which we may hold.

Please note that you must provide proof of your identity when making any such requests for data information or amendments.

We will fulfil your request within one month of request receipt and will require a further two months for completion if your request is complex or numerous.

8. Complaints

If you are not happy with any aspect of how we collect and use your data, or respond to any enquiries, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues

(www.ico.org.uk). We would be grateful however if you would contact us first if you do have a complaint so that we can try to resolve it for you.

Document Control

Mandatory Review Date (To be reviewed and published annually).

Next Review Date: __14th June 2020__

Appendix A - Wick Academy FC – GDPR Data

Category of Data	Description	Data Held	How we use your data	Shared with	Held\Stored	Retention
WEB Cookies	Cookies gathered when using the Wick Academy FC web site.	<ul style="list-style-type: none"> • IP address • Device Identifiers • Operating system • Browser type • Other technical details provided by users browser 	Cookie technology is used to facilitate navigation of our web site. Cookies are small pieces of unique information, sent by a website, that are stored on your hard drive and temporarily in your computer's memory by your web browser. This allows the website to recognize you as you move through the website without your having to enter any personal information.	No-one.	Users hard drive and memory.	On web site browsing, retention governed by individual user.
Staff Details	Details on paid members of staff.	<ul style="list-style-type: none"> • Name • Address • Bank Details • NI Number • Date of Birth • Salary details 	Paying staff employed by the club; Players, Manager and first team Assistant Managers.	HMRC.	WAFC Treasurer.	6 years.
Player Contracts	Details on player contracts and registration forms.	<ul style="list-style-type: none"> • Name • Address • DOB • Email Address • Contract dates • Contract payments 	Registering players with the SFA.	SFA.	SFA WEB site. WAFC Secretary.	6 years.

Category of Data	Description	Data Held	How we use your data	Shared with	Held/Stored	Retention
Management Staff Contracts	Contract details for Manager and Assistant Manager.	<ul style="list-style-type: none"> Name Address Contract start/end dates Contract Payments 	Contract details for these staff stating their contract terms.	SFA.	WAFC Secretary.	6 years.
Committee Details	List of all committee members.	<ul style="list-style-type: none"> Name Address Phone Number 	Record of all committee members, used for club records and is needed for giving to SFA for official return, and SHFL for handbook.	SFA. SHFL.	SFA – Official return. SHFL – Club Handbook.	Whilst a committee member.
Member Details	List of Club Members.	<ul style="list-style-type: none"> Name Address 	Recording list of club members.	No-one.	WAFC Secretary.	Whilst a valid member.
Premier Club Members	List of Premier Club Members.	<ul style="list-style-type: none"> Name Address 	Recording list of Premier Club members used for weekly draws and sending prize winnings.	No-one	WAFC Premier Club Administrator.	Whilst a valid member.
PVG	Staff PVG details	<ul style="list-style-type: none"> Name Address Email Address Phone number PVG Scheme Number Listing information Details of any appropriate convictions Dates of key courses 	Register of all staff PVG checks used to ensure compliance.	Disclosure Scotland. CBRS. SFA.	WAFC Lead Signatory.	Whilst in role requiring PVG clearance with the club.
Player Consent Forms	Consent forms for U15 and U17 players.	<ul style="list-style-type: none"> Name Address Phone Number Email Address Guardian details Known Medical Conditions 	Used to ensure consent is given by guardians and key contact information and any known medical conditions in case any issues arise at training or matches.	No-one	WAFC Secretary. Youth Coaches.	Yearly.

Category of Data	Description	Data Held	How we use your data	Shared with	Held\Stored	Retention
Self-Declaration Forms	Self-Declaration form completed annually by all staff that are PVG scheme members.	<ul style="list-style-type: none"> • Title • Name • Address • Phone number • Email Address • Role • Relevant conviction details. 	Used to ensure all convictions are declared, necessary for PVG compliance and annual SFA audits.	SFA.	WAFC Lead Signatory.	Yearly.
Sponsor Details	Details relating to club sponsors.	<ul style="list-style-type: none"> • Company Name. • Contact Name. • Address. • Email Address. 	Used for contacting and billing sponsors for advertising boards, match hospitality etc.	No-one	WAFC Secretary. WAFC Committee.	Retained unless deletion requested.
Season Ticket Holders	List of all season ticket holders.	<ul style="list-style-type: none"> • Name • Concession or Full 	As a master list of all people who purchase a season ticket, used to collate season ticket numbers and purchasers.	No-one	WAFC Secretary.	Yearly\Per season.