

LFORD LADS' CLUB – PRIVACY NOTICE

PERSONAL DATA

What personal data does Salford Lads' Club collect?

The data we routinely collect includes the following data which is collected from our members or their families when they join the club:

1. Members' names, addresses, and email addresses;
2. Gender;
3. Next of kin;
4. Dates of Birth;
5. Dates of commencement of membership;
6. Schools and colleges;
7. Club registration number;
8. CCTV footage outside the club premises;
9. Photographs and cinematic film of the club's activities;
10. Photo id for footballers;
11. Parent or guardian's name, date of birth, address, e-mail address and phone number for footballers.

We collect the scores and results of sports games you play, and sometimes these are displayed on our results pages or notice boards.

USES OF PERSONAL DATA

We use members' data for the administration of your membership, the communication of information, and the organisation of competitions and events. If you play for one of the club's football teams, we provide your data listed under points 1, 2, 4, 10 and 11 above to the FA Whole Game System, and this will be retained by them under the terms of the FA Privacy Notice at [PROVIDE LINK DETAILS].

Your personal data is not passed on by us to organisations other than those indicated above and as stated below.

ORIGINS OF PERSONAL DATA

Where does this data come from?

Data for most of our members from them when they join Salford Lads' Club or when they update their information.

The information held by the FA Whole Game System may be updated by your club if you have given it permission to change your record.

Results and scoring data comes directly from the sporting activities in which you participate.

STORAGE OF PERSONAL DATA

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored at Salford Lads Club. We use as our data processor for this purpose. Any information which is stored remotely is stored in the EU in compliance with the GDPR.

RESPONSIBILITY FOR COMPLIANCE

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring Salford Lads' Club discharges its obligations under the GDPR is Chris Brierley.

ACCESS TO PERSONAL DATA

Who has access to your data?

Trustees and staff of Salford Lads' Club have access to members' data in order for them to carry out their legitimate tasks for the organisation.

LEGAL BASIS FOR COLLECTING PERSONAL DATA

What is the legal basis for collecting this data?

Salford Lads' Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation including the provision of sports and recreational activities for its members, and for promoting the image of the club for the purpose of commercial and fundraising opportunities consistent with the club's charitable status.

For some data, such as that relating to financial and charitable matters, the basis for its collection and retention is to comply with our legal obligations.

For data that may be made publicly available, and which is not covered by the two bases above, consent will be sought and will provide the lawful basis for its processing.

Similarly, personnel data is kept in compliance with our legal obligations.

RIGHTS TO CHECK PERSONAL DATA

How can you check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact Chris Brierley.

You can serve on us a "Subject Access Request" which requires us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month. There is not usually a fee for this, although we can charge a reasonable

fee for the administrative cost of providing the information if a request is manifestly unfounded or excessive, and/or request for copies of information already provided.

SPECIAL DATA

Does Salford Lads' Club collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data.” We do not collect or hold any such data save for details of disabilities and/or medical conditions of members who have explicitly requested it to be recorded for the purpose of entering certain sports events. This is subject to a form of consent which if applicable will be sent to you separately. Should you wish to change this data on your record you can do so at any time by contacting Chris Brierley.

FURTHER RIGHTS

How do you ask for data to be removed, limited or corrected?

There are various ways you can limit how your data is used. These are as follows:

1. Should you wish, you could become an “anonymous “ member. This would involve you having a pseudonym
2. You could maintain your club membership with your correct name but with limited contact details. We do however need to have at least one method of contacting you. You could for example simply maintain an up to date email address, but of course, this would limit what written information we are able to provide you and benefits which require a mailing address.
3. You do not need to provide us with your date of birth unless you wish to enter any age limited (junior or senior) events or competitions and/or gain any concessions based on age.
4. You may choose not to receive information emails from the club (we do not send any out on behalf of other organisations).

Any of these options can be implemented for your club membership by contacting Chris Brierley.

RETENTION OF PERSONAL DATA

How long we keep your data for, and why?

Subject to the points below, we normally keep members' data after they resign or their membership lapses in case a member wishes to re-join. However, we will delete any former member's contact details entirely on request.

We normally keep members' information after they die. If requested by their next of kin to delete it, we will do so on the same basis as when requested to remove data by a former member.

The club has for many years kept and maintained a members' card index system recording the names, addresses, dates of birth and schools of all past and present members of the club. The club takes the view that this archive is an important social and historical record and resource from which the members, their families and the local community can benefit. This also helps to maintain the image, continuity and longevity of the club as an institution which has provided amenities to its members through several generations since the club's founding in 1903.

In 2013 Ancestry UK in conjunction with the Lancashire County Record Office and Manchester Museums agreed to make digital scans of all the 22,500 record cards, these scans will enable us in the future to create our own digital archive. Ancestry created the scans solely for our use at no cost, and they do not retain hard or digital copies. Neither do Lancashire County Record Office and Manchester Museums.

In 2015, the club created a wall of names to record and acknowledge all 22,500 young people who had been members since 1903 including the members' initials and surname. These details from the original cards are stored on a data base held by the club, which was used as the design by "Why Not Associates" This unusual and unique artwork is open to visitors and has helped to raise the national and international profile of the club.

Competition results will no longer be attributed to a member who does not want their data to be kept, although names cannot be removed from historical results, prizes and trophies where they are required for archiving purposes.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

Can you download this data to use it elsewhere?

To access data held by Salford Lads' Club, please contact Chris Brierley.