

Desire Football Academy General Data Protection Policy

Bridging the gap between Potential and successful



Effective Date: 20/01/2025

1. Purpose of the Policy

Desire Football Academy ("the Academy") is committed to protecting the privacy and personal data of all individuals associated with the Academy, including staff, parents, guardians, caregivers, and players aged 6-16. This policy ensures compliance with applicable data protection laws, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018, safeguarding the confidentiality, integrity, and security of personal data.

2. This policy applies to all personal data processed by the Academy, including that of:

- Players aged 6-16
- Staff, coaches, and volunteers
- Parents, guardians, and caregivers

Personal data includes any information that identifies or relates to an individual, such as names, contact details, health information, photographs, and performance records.

3. Key Data Protection Principles

The Academy adheres to the following data protection principles:

1. **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and transparently.
 2. **Purpose Limitation:** Data will be collected for specific, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
 3. **Data Minimisation:** Only data necessary for the intended purpose will be collected and processed.
 4. **Accuracy:** Personal data will be kept accurate and up-to-date.
 5. **Storage Limitation:** Data will not be kept longer than necessary.
 6. **Integrity and Confidentiality:** Personal data will be processed securely to prevent unauthorised access, loss, or damage.
 7. **Accountability:** The Academy will demonstrate compliance with these principles.
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4. Data Collected

The Academy may collect the following types of personal data:

- **Player Data:** Name, date of birth, medical information, emergency contact details, performance data, photographs, and video performance recordings.
 - **Parent/Guardian/Caregiver Data:** Names, addresses, contact information, and payment details.
 - **Staff Data:** Names, contact details, emergency contact details, photographs, Qualifications and Badges, employment records, and DBS check information.
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5. Legal Basis for Processing

The Academy processes personal data based on one or more of the following legal bases:

- **Consent:** For specific uses such as promotional photography or marketing.
 - **Contractual Necessity:** To fulfil obligations related to enrolment and participation in Academy activities.
 - **Legal Obligations:** To comply with child protection and safeguarding laws.
 - **Legitimate Interests:** To manage day-to-day operations and communications.
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6. Consent

Consent will be sought where required, particularly for:

- Using photographs or videos of players for promotional purposes.
- Sending marketing communications to parents or guardians.

Consent can be withdrawn at any time by contacting the Academy's Data Protection Officer Noah Kahsay.

7. Data Protection Responsibilities

7.1 Data Protection Officer (DPO)

The Academy has appointed a Data Protection Officer (DPO) Noah Kahsay who is responsible for overseeing data protection compliance. The DPO's contact details will be made available to all staff and participants.

7.2 Staff and Coaches

All staff and coaches must ensure that personal data is handled in compliance with this policy and only used for authorised purposes. Training on data protection will be provided.

7.3 Parents, Guardians, and Players

Parents, guardians, and players are encouraged to keep personal data accurate and up-to-date by informing the Academy of any changes.

8. Data Security

The Academy will implement appropriate technical and organisational measures to protect personal data, including:

- Secure storage of physical records
- Password-protected access to electronic systems
- Restricted access to sensitive data

In the event of a data breach, the Academy will notify affected individuals and the relevant authorities as required by law.

9. Sharing Personal Data

The Academy may share personal data with third parties only when necessary and with appropriate safeguards in place, such as:

- **Emergency Services:** For the safety and wellbeing of players.
- **Regulatory Authorities:** To comply with safeguarding requirements.
- **Service Providers:** For administrative or technological support, ensuring they comply with data protection laws.

The Academy will never sell personal data to third parties.

10. Data Retention

Personal data will be retained only as long as necessary to fulfil its intended purpose, after which it will be securely deleted or anonymised. Retention periods will be reviewed regularly to ensure compliance.

11. Individual Rights

All individuals have the following rights regarding their personal data:

1. **Right to Access:** Request a copy of personal data held.
2. **Right to Rectification:** Correct inaccuracies in personal data.
3. **Right to Erasure:** Request the deletion of personal data under certain conditions.
4. **Right to Restrict Processing:** Limit the processing of personal data.
5. **Right to Data Portability:** Receive data in a structured, commonly used format.
6. **Right to Object:** Object to processing for specific purposes.
7. **Right to Withdraw Consent:** Withdraw consent at any time where processing is based on consent.

Requests to exercise these rights can be made in writing to the Data Protection Officer.

12. Complaints

Concerns about data protection practices should be directed to the Academy's Data Protection Officer. If unresolved, complaints can be made to Tamia Padotan the club Safeguarding and Welfare Officer.

13. Policy Review

This policy will be reviewed annually or whenever significant changes occur in data protection regulations to ensure continued compliance.

14. Contact Information

For any questions or concerns regarding this policy, please contact:

Data Protection Officer

Noah Kahsay

Number: 07518974849

Email: Desirefc18@outlook.com

Alternative Contact (if needed)

Tamia Padotan

Position: Welfare Officer and Safeguarding Lead

Email: infodfa21@gmail.com or Tamia2g9@hotmail.co.uk

Phone: 07379910592

