



DATA PROTECTION + PRIVACY POLICY

Worcester Knights YFC

Approved by: Chairman & CWO

Version: 2025.1

Review: Annually

Worcester Knights YFC ("the Club") is committed to protecting the privacy and personal data of all players, parents/carers, coaches, volunteers and officials.

We comply with the UK GDPR, the Data Protection Act 2018, and FA data standards.

This policy explains:

- what information we collect
- why we collect it
- how it is used
- who has access
- how it is stored and protected
- your rights

2. Data We Collect

We may collect and store the following information:

Players

- Full name
- Date of birth
- Address
- Emergency contacts
- Medical information (allergies, asthma, SEN etc.)
- Consent forms
- Match footage (Veo)
- Photography consent responses

Parents/Carers

- Names and contact details
- Permissions and consent
- WhatsApp contact details (encrypted)

Coaches & Volunteers

- Contact details
- Qualifications
- DBS certification
- Emergency contacts

3. Why We Collect Data

We collect information to:

- Register players with the Club and League
- Keep children safe (medical info, emergency contacts)
- Comply with FA safeguarding requirements
- Communicate with parents/carers
- Analyse matches and support player development
- Manage fixtures, training and club administration
- Ensure safe and appropriate use of imagery/filming

We only collect data that is necessary for the safe running of the club.

4. How Data Is Stored

We store data securely using:

- Encrypted devices
- Password-protected files
- Encrypted WhatsApp communication
- Secure cloud (Google Drive) accessible only to Club Officers
- Veo's secure GDPR-compliant platform

Hard copies (if held) are kept securely and destroyed when no longer needed.

5. Who Has Access to Data

Access is strictly limited to:

- **Club Welfare Officer** (safeguarding, wellbeing, medical info)
- **Head Coach** (player admin, medical info, communication)
- **League / FA Officials** (where required for welfare or registration)
- **Emergency Services** (if needed during an incident)

We **never** sell or share data with third parties.

6. How Long Data Is Kept

We keep data:

- For as long as a player is registered with the Club
- Up to 3 years after leaving (for safeguarding record-keeping)
- Match footage is retained on Veo as long as the Club subscription is active, unless removal is requested

Parents may request deletion of non-safeguarding data at any time.

7. Filming & Photography

We follow FA Photography & Filming Guidance.

This includes:

- Prior consent for all players
- Opposition permission for filming
- Safe storage of footage
- No tagging/naming children publicly
- Full opt-out rights for families

Full details are found in our Photography & Filming Policy.

8. Your Rights

Parents/carers and players have the right to:

- Access the data we hold
- Request corrections
- Withdraw consent (except safeguarding data)
- Request deletion of data (where lawful)
- Request restrictions on data use

All requests should be made to the Club Welfare Officer.

9. Data Breaches

Any suspected breach will be:

- Investigated immediately
- Reported to affected individuals
- Reported to the ICO where legally required

10. Contact

For any queries or requests:

Club Welfare Officer

Vanessa Parkes

Email: vanessa.parkes@hotmail.co.uk

