

South Park Reigate Juniors Football Club

Privacy Notice

Last updated: August 2026

South Park Reigate Juniors Football Club (“the Club”, “we”, “us” or “our”) is committed to protecting the privacy and personal information of our players, parents and carers, coaches, volunteers, officials and everyone who interacts with the Club.

As a junior football club, we recognise that much of the information we hold relates to children and young people. We take our responsibility to protect this information particularly seriously.

This Privacy Notice explains what personal information we collect, why we collect it, how we use and protect it, who we may share it with, how long we may keep it and the rights individuals have in relation to their information.

The Club processes personal information in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who we collect information about

We may collect and process personal information relating to:

- Players and prospective players;
 - Parents and carers;
 - Coaches and team managers;
 - Club officials and committee members;
 - Volunteers;
 - Referees and other match officials;
 - Visitors to Club facilities;
 - Individuals making enquiries or complaints;
 - Individuals involved in safeguarding, welfare or disciplinary matters;
 - Suppliers, contractors and other organisations working with the Club; and
 - Other individuals who interact with the Club.
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2. Information we may collect

The information we collect depends on your relationship with the Club.

Player information

This may include:

- Name;
- Date of birth and age;
- Gender where required for football administration;
- Address;
- Contact information;
- Team and age group;
- Player registration information;
- Football Association or league registration details;
- FAN number where applicable;
- Playing history;
- Photographs and video footage;
- Match and participation information;
- Emergency contact information;
- Medical, allergy, disability or accessibility information where this is necessary to keep a player safe and appropriately supported;
- Attendance information;
- Disciplinary information;
- Welfare and safeguarding information where necessary; and
- Other information required to administer participation in football.

Parent and carer information

This may include:

- Name;
- Address;
- Telephone number;

- Email address;
- Relationship to the player;
- Emergency contact details;
- Payment and membership information;
- Communications with the Club;
- Consent and permissions; and
- Information provided in connection with welfare, safeguarding, complaints or other Club matters.

Coaches, managers, volunteers and officials

This may include:

- Name;
- Contact details;
- Role within the Club;
- Qualifications;
- Coaching qualifications;
- Safeguarding qualifications and training;
- First aid qualifications;
- FA registration information;
- DBS information or status where appropriate;
- Volunteer records;
- Training records; and
- Information necessary to determine suitability for particular roles.

We will aim to collect only the personal information that is reasonably necessary for the relevant purpose.

3. Children's information

The Club primarily provides football opportunities for children and young people. We therefore process children's personal information as part of the normal operation of the Club.

We recognise that children require particular protection when their personal information is being used.

We aim to ensure that children's information is:

- Collected only where there is a legitimate reason for doing so;
- Limited to information that is necessary;
- Used only for appropriate purposes;
- Accessible only to people who have a legitimate reason to access it;
- Stored appropriately and securely; and
- Not retained for longer than necessary.

Where appropriate, information about how we use children's data will also be explained in language that children and young people can understand.

4. Why we use personal information

We may use personal information for purposes including:

Football administration

To:

- Register players;
- Allocate players to teams;
- Administer training and matches;
- Enter teams and players into leagues, competitions and tournaments;
- Communicate fixtures, training arrangements and Club activities;
- Maintain appropriate football records; and
- Meet requirements imposed by leagues, competitions and football governing bodies.

Membership administration

To:

- Manage Club membership;
- Maintain membership records;
- Process registrations and renewals;

- Collect membership fees and other payments;
- Manage waiting lists and enquiries; and
- Communicate with members and parents/carers.

Safety and welfare

To:

- Protect the health, safety and welfare of players;
- Record emergency contact and relevant medical information;
- Manage accidents and incidents;
- Make appropriate arrangements for players requiring additional support; and
- Respond appropriately in an emergency.

Safeguarding

The Club may collect and process personal information where necessary to safeguard children and other individuals.

This may include information relating to:

- Safeguarding concerns;
- Welfare concerns;
- Allegations;
- Complaints;
- Behavioural concerns;
- Incidents;
- Investigations;
- Difficult or sensitive conversations;
- Actions taken by Club officials;
- Referrals to external organisations; and
- Decisions and outcomes.

Access to safeguarding information will be restricted to individuals who have an appropriate reason to access it.

Where necessary, safeguarding information may be shared with relevant organisations or authorities to protect a child or another individual.

Club communications

We may use contact information to communicate matters including:

- Training;
- Fixtures;
- Cancellations;
- Team information;
- Club events;
- Tournaments;
- Membership;
- Club administration;
- Important safety or safeguarding information;
- Club meetings; and
- Other information relevant to participation in the Club.

Photography, video and media

The Club may take photographs or video footage at matches, training sessions, tournaments, presentations and other Club events.

Images may be used, where appropriate, for purposes including:

- The Club website;
- Club social media accounts;
- Match reports;
- Promotional materials;
- Tournament publicity;
- Club publications; and
- Celebrating the achievements of our players and teams.

Where consent is required, we will seek the appropriate consent before using photographs or videos.

Safeguarding considerations will always take priority when publishing images of children.

Club governance and legal obligations

We may also process information to:

- Manage the Club;
 - Maintain appropriate financial and administrative records;
 - Deal with complaints;
 - Manage disciplinary matters;
 - Maintain appropriate insurance;
 - Meet regulatory or legal obligations;
 - Establish, exercise or defend legal claims; and
 - Protect the legitimate interests of the Club and its members.
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5. Our lawful basis for using personal information

Under UK data protection law, we must have a lawful basis for processing personal information.

Depending upon the circumstances, the Club may rely upon one or more of the following:

Contract – where processing is necessary to provide membership or football-related services.

Legal obligation – where we are required to process information to comply with the law.

Legitimate interests – where processing is reasonably necessary for the operation, administration, safety or protection of the Club and its members, provided those interests are not overridden by the rights and interests of the individual concerned.

Consent – where an individual has actively agreed to a particular use of their information.

Vital interests – where processing is necessary to protect someone's life.

Where we process special category personal information, including certain health information, we will ensure that an appropriate additional legal condition for processing that information applies.

Safeguarding information may also require us to process particularly sensitive personal information. We will only do so where there is an appropriate legal basis and where the processing is necessary and proportionate.

6. Where we obtain information

Most personal information is provided directly to us by players, parents/carers, volunteers or other Club members.

We may also receive information from organisations or individuals including:

- The Football Association;
- County Football Associations;
- Football leagues and competitions;
- Other football clubs;
- Coaches and team managers;
- Match officials;
- Schools or other organisations where appropriate;
- Parents and carers;
- Players;
- Safeguarding professionals;
- Local authorities;
- Police or other statutory agencies; and
- Other individuals where there is a legitimate reason for them to provide information to the Club.

7. Sharing personal information

We do not sell personal information.

We may share personal information where it is necessary and lawful to do so.

Depending upon the circumstances, this could include:

- The Football Association;
- County Football Associations;
- Leagues and competition organisers;
- Other football clubs where necessary for football administration;
- Coaches, managers and authorised Club officials;
- Insurance providers;

- Professional advisers;
- IT and technology providers acting on our behalf;
- Payment providers;
- Local authorities;
- Children's social care;
- Police;
- Healthcare or emergency services;
- Safeguarding organisations; and
- Other organisations where disclosure is required by law or is necessary to protect an individual.

We will seek to limit information sharing to what is necessary for the relevant purpose.

8. Safeguarding confidentiality

Safeguarding and welfare information may be particularly sensitive.

Such information will not ordinarily be available to all coaches, volunteers, committee members or Club members simply because they hold a position within the Club.

Access should be restricted to individuals who need the information to perform their role or to protect the welfare of an individual.

Information may nevertheless need to be disclosed without consent where the Club reasonably considers that disclosure is necessary to protect a child or another person, comply with a legal obligation, respond to a safeguarding concern or cooperate with an appropriate authority.

Protecting the welfare of children will remain a fundamental consideration when the Club makes decisions concerning safeguarding information.

9. How we protect personal information

The Club takes reasonable organisational and technical measures to protect personal information against:

- Unauthorised access;
- Accidental loss;

- Destruction;
- Alteration;
- Inappropriate disclosure; and
- Misuse.

Depending upon the system and information concerned, these measures may include:

- Password-protected systems;
- User accounts;
- Access controls;
- Role-based permissions;
- Restricted access to sensitive information;
- Secure storage;
- Appropriate backups;
- Audit records;
- Secure communications; and
- Limiting access to those who require information for their role.

Everyone handling personal information on behalf of the Club is expected to respect its confidentiality and use it only for legitimate Club purposes.

10. How long we keep information

We will not retain personal information for longer than is reasonably necessary.

Different types of information may need to be retained for different periods depending upon:

- Why the information was collected;
- Legal requirements;
- Football governing body requirements;
- Insurance requirements;
- Safeguarding requirements;
- The age of the child concerned;
- Whether an incident or complaint has occurred; and

- Whether the information may be required in connection with a legal claim.

Safeguarding records may need to be retained for significantly longer periods than ordinary membership or administrative records because safeguarding concerns can become relevant many years after an incident occurred.

When information is no longer required, we will take reasonable steps to securely delete, destroy or anonymise it.

11. Emails, messaging and team communications

The Club may communicate with members through email, telephone, messaging applications and other approved communication channels.

Coaches, managers and volunteers should use personal information obtained through the Club only for legitimate Club purposes.

Contact information provided for Club administration must not be used for unrelated personal, commercial or marketing purposes without an appropriate lawful basis.

Communications involving children should also comply with the Club's safeguarding policies and communication standards.

12. Website and online services

When individuals use the Club's website or other online services, certain technical information may be collected automatically.

This can include information such as:

- IP address;
- Browser information;
- Device information;
- Pages visited;
- Date and time of access; and
- Cookies or similar technologies.

Where cookies are used, further information should be provided through the Club's cookie information or cookie notice.

Where consent is legally required for a particular type of cookie, the Club will seek consent before using it.

13. Social media

The Club may operate official social media accounts.

Information posted publicly on social media may be visible to other users and may be processed separately by the relevant social media provider.

Parents, carers, players and Club members should therefore consider carefully the information they choose to make publicly available.

The Club will seek to follow appropriate safeguarding practices when publishing information relating to junior players.

14. International transfers

Some organisations providing technology or online services to the Club may process or store information outside the United Kingdom.

Where personal information is transferred internationally, the Club will take reasonable steps to ensure that an appropriate lawful mechanism or safeguard is in place where required by data protection legislation.

15. Your data protection rights

Depending upon the circumstances and the lawful basis being relied upon, individuals may have rights including:

- **The right of access** – to ask for copies of personal information held about them;
- **The right to rectification** – to ask for inaccurate or incomplete information to be corrected;
- **The right to erasure** – to ask for personal information to be deleted in certain circumstances;
- **The right to restriction** – to ask us to restrict the way information is used in certain circumstances;
- **The right to object** – to object to certain uses of personal information;
- **The right to data portability** – in circumstances where this right applies; and
- **Rights relating to automated decision-making** – where applicable.

Not every right applies in every situation.

For example, the Club may need to retain information despite a request for deletion where there is a legal, safeguarding or other legitimate requirement to retain it.

16. Children's rights

Data protection rights belong to the individual concerned, including children.

The Club recognises that a child's ability to understand and exercise those rights will depend upon their age and level of understanding.

Parents and carers will often assist younger children in exercising their rights.

Where appropriate, the Club will consider the child's age, understanding, best interests and the circumstances of the request when determining how to respond.

17. Withdrawing consent

Where we rely upon consent to process personal information, that consent can be withdrawn.

Withdrawing consent does not make processing that took place before consent was withdrawn unlawful.

There may also be circumstances where we can continue to process particular information because another lawful basis applies.

18. Requests for personal information

Individuals can ask the Club whether it holds personal information about them and may have the right to receive a copy of that information.

This is commonly known as a Subject Access Request.

Before releasing personal information, the Club may need to verify the identity of the person making the request.

Information relating to other individuals may need to be removed or withheld where disclosure would adversely affect their rights or where another legal exemption applies.

19. Data breaches

If personal information is accidentally or unlawfully lost, accessed, altered, disclosed or destroyed, the Club will assess the incident and take appropriate action.

Where legally required, the Club will report a personal data breach to the Information Commissioner's Office and notify affected individuals.

20. Complaints and concerns

If you have a question or concern about the way South Park Reigate Juniors Football Club uses personal information, please contact the Club in the first instance.

Data Protection Contact:

South Park Reigate Juniors Football Club

Email: juniors@southparkreigatefc.co.uk

We will seek to investigate and respond appropriately to concerns raised with us.

Individuals also have the right to raise a concern with the UK's data protection regulator:

Information Commissioner's Office (ICO)

Further information about data protection rights and making a complaint is available through the Information Commissioner's Office.

21. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect:

- Changes to the Club's activities;
- Changes to the way we use personal information;
- New systems or technology;
- Changes to football administration requirements; or
- Changes to applicable legislation or regulatory guidance.

The latest version of this Privacy Notice should be made available through the Club's website and/or other appropriate Club communication channels.

22. Our commitment

South Park Reigate Juniors Football Club recognises that parents and carers trust us with information about their children.

We take that responsibility seriously.

Our approach is to collect only the information we reasonably need, use it for appropriate purposes, restrict access where necessary, protect sensitive and safeguarding information, and be open about how information is being used.

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Privacy Notice – August 2026