



Hughenden Valley Football Club – Privacy Policy

General Statement of Intent

Hughenden Valley Football Club takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by Hughenden Valley Football Club in the pursuance of its activities. Hughenden Valley Football Club takes reasonable care of all personal information and ensures it is kept secure and prevents any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable UK data protection legislation and The General Data Protection Regulation (GDPR).

Collection of personal information

Hughenden Valley Football Club will request members provide information at point of registration through the players registration form, club forum and at other times dependant on special events and activities and therefore the information requested will vary depending on the reason for the collection. The information provided includes, but is not limited to, name, age, home address, telephone numbers, email address and any medical information. In some instances, the provision of certain information will be mandatory.

Storage of Personal Information

Hughenden Valley Football Club stores information in respect of the club membership electronically and in paper format. All electronic data is held in a secure manner. Access to this data is strictly controlled by the member of Committee assigned to that specific task that holds such data. If there are any paper copies of any club members data is held by the Secretary of the club or Chairman. Individual team data in electronic or paper format is held by each Manager and Coaching staff (as required) of the team.

Use of the Personal Information

Hughenden Valley Football Club will use personal information for the purposes of running the club and the teams within it. It is also used for the purpose of verifying member's identity, responding to enquiries, sending information to members and registering that player with the league of the team they are playing for. Hughenden Valley Football Club holds appearance information for the purposes of club records. The Hughenden Valley Football Club Website and club form will hold members data in teams to support communication of team activities, the team set up, team communications and team progress. Our website may contain links to other sites. Please be aware that Hughenden Valley Football Club is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of Hughenden Valley Football Club that they need to read the privacy statements applicable on the other sites they are linked to.

Updating of Personal Information and Circumstances

In the event that there is a change to a member's personal information or circumstance for example their contact details or leaving the club, the team manager must be informed. It is their responsibility to ensure the Club Secretary is informed ASAP to ensure all Club records are maintained as accurately as possible.

Access to Members Personal Information

Members and their parents have the right to access the information that Hughenden Valley Football Club



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holds about them. In order to do this a written application is to be made to the Club Secretary at the Club registered address of The Club Secretary, HVFC, Village Hall, King George V Playing Fields, Coombe Lane, Hughenden Valley. High Wycombe. HP14 4NX or via emailing info@hvfc.co.uk. Such information will be provided within 30 days.

Disposal of Personal Information

Data will be disposed of securely and permanently as required.

Data Retention

Data obtained via the registration process is only kept for the period of the current season and a further 2 seasons. Data obtained via club forum registration is only kept for the period of being a member of Hughenden Valley Football Club unless agreed with the club. Any member leaving Hughenden Valley Football club must inform the Club Secretary by emailing info@hvfc.co.uk so we can securely delete the data.