

GIRLS UNITED FOOTBALL ASSOCIATION CLUB PRIVACY NOTICE

Girls United Football Association take your privacy very seriously.

This policy describes how Girls United Football Association, an organisation registered at 3Space International House, London, SW9 7QD, (may be referred to within this document as “GUFA”, “we”, “us”, “Organisation”) will use your data collected through our interactions with you. This may be through but not exclusive to: subscription to our newsletter, attending sessions, workshops, events, tournaments and your use of our GUFA website.

We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorized access to or use of it. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements other notices and privacy policies and is not intended to override them.

Personal data means any information about an individual from which that person can be identified. It does not include data where information relating to identity has been removed (anonymous data).

What information do we collect?

We collect, use, store and transfer some personal data of our participants (and their parents or guardians), volunteers, coaches and other Organisation members, as well as those involved in the Organisation as spectators, visitors and supporters, where data is freely given. Where we hold this data, it will be with the explicit consent of the participant or, if applicable, the participant’s parent or guardian.

- Account information: when you register to use, purchase or engage with GUFA services or products. This will be a minimum of your name, email address, address, phone number and contact details. Additional information may be required depending on the services for the purposes of your health, wellbeing, welfare and safeguarding; for session sign ups we will require date of birth, gender, photo/media consent, medical history, equality details and an additional third party in case of emergency contact details.
For players registered to our clubs that take part within fixtures and leagues we will also require a proof of age which will include either a passport or a birth certificate alongside a passport style photo (x2). This will be shared with the affiliated FA and league.
- Transactional Information: when you purchase services or goods from the GUFA site, we will keep a record of transactions, including what you purchased, when and any information you provided to use

during this transaction. This may include your name, billing information and telephone number. Information not kept will be the card information (apart from the last 4 digits on the card in the event of resolving a refund or dispute). If a transaction is made through a third party (such as Open Play or Squarespace) for sessions and events we will record the above information alongside the account information highlighted above.

- Information you provide to us in response to a survey: GUFA will send out electronic and physical surveys and feedback opportunities to reflect on GUFA goods and/or services. This is to support our development of services and goods. We may use some as quotes for our social media, websites or official reports. If a quote is selected the person will be informed prior to give full consent and is aware. During the survey we will allow participants to stay anonymous should they wish but encourage them to provide a name and contact email to help with dealing with any resolutions or thank you for completing.
- Information you provide during a potential job or volunteering role at GUFA: job adverts will be available on <https://www.girlsunitiedfa.org/careers> or third-party jobseekers websites. Information collected will depend on the role but will not be limited or exclusive to; full name, address, contact name, CV (qualifications, education and skills).
- Information of other companies, partners and clubs: club/organisation names, contacts details and locations.
- Donations and Good Deeds: this will include any fundraising events you may take part in or we may host or donations (including any one-off donations). We will keep a record of your name, email address, address and telephone number. We will also record the amount of the donation.
- Consent: we will ask for consent for use of image, video taken at GUFA sessions, services and events to then be shared online, internally, externally and potentially within reports. Any actions which may fall outside of the norm for GUFA a member of staff will contact the individual to explain how information or data may be shared prior to gaining consent.

How is this information collected?

- GUFA Player Registration hosted on JotForm - <https://www.girlsunitiedfa.org/player-form>
- Open Play - GUFA Online platform for paying for sessions and memberships.
- GUFA website – forms, inquiries and sign-ups made through the www.girlsunitiedfa.org
- Bespoke sessions and events sign up.
- Corresponding via the phone, email or social media.

Where we need to collect personal data to fulfil Organisation responsibilities and you do not provide that data, we may not be able honour or administer your membership.

Why we need your personal data?

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the Organisation's activities, including arranging sessions and matches; to administer memberships, and provide the membership services you are signing up to when you register with the Organisation, as well as creating a safe environment for our players and supporters. Our lawful basis for processing your personal data is set out in the table below. Where the Organisation relies on an individuals' consent, the individual may withdraw their consent at any time by contacting the Organisation at welfare@girlsunitiedfa.org.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
Processing membership forms, purchases of good and/or services, donations, job applications and payments/ subscriptions	Performance of a contract
Organising matches	Performance of a contract
Sending out match or Organisation information and updates	Performance of a contract
Sharing data with coaches, managers or officials to run activities, training sessions or enter events	Performance of a contract
Sharing data with leagues we are in membership of, county associations and other competition providers for entry in events	Performance of a contract



Sharing data with committee members to provide information about organisation activities, membership renewals or invitation to social events	The Organisation has a legitimate interest to maintain member and participant correspondence for community purposes.
Sharing data with third party service or facility providers	The Organisation has a legitimate interest to run efficiently and as it sees fit. Provision of some third-party services is for the benefit of the Organisation, participants and its members.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	The Organisation has a legitimate interest to run efficiently and as it sees fit. Application for funding is a purpose that benefits the Organisation, participants and its members.
Publishing match and league results	Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian.
Sending out marketing information such as newsletters and information about promotions and offers from sponsors	Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent. In the case of children under the age of 13 then only with written consent of parent/guardian.
To ensure we understand possible health risks	Explicit consent. We will only process details on your medical history with your explicit consent. In the case of children under the age of 13 then only with written consent of parent/guardian.
Collecting emergency next of kin details	Legitimate interest. The Organisation has a legitimate interest in ensuring the safety of

	its participants, and in the participant has a legitimate interest in having their next of kin informed in an emergency.
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Who we share your personal data with?

When you become a member of the Organisation, if you are a coach or volunteer or if you are another participant may be (depending upon which league(s) your team plays in) your information will be entered onto the Whole Game System database, which is administered by the Football Association. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes. The use of data by the Football Association will be subject to its own privacy policy. If you are a supporter of the club or have provided your personal information to receive marketing information such as newsletters and information about promotions and offers from sponsors, we may share this information internally in order to monitor our correspondence and communications with relevant staff.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches, or match organisers; payment processors; and monitoring and evaluation platform. The Organisation uses the following third-party processors: Upshot, JotForm, Open Play, Squarespace, The Football Association (Whole Game System), Tandridge League (Our Kids Sports), G-Suite and Mailchimp. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Organisation's data processing may require your personal data to be transferred outside of the UK. Where the Organisation does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. This includes physical, electronic and managerial procedures to safeguard and secure the information we collect.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Although we take all steps reasonably necessary to ensure that your personal data is treated securely, you should be aware that the transmission of information via the Internet is not completely secure and we cannot guarantee the security of your data during its transmission.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Organisation. We will delete this data after a participant or member has left, or otherwise ended their membership or affiliation and until we no longer plan to maintain any communication or relationship with the individual, or sooner if specifically requested. We may need to retain some personal data for longer for legal or regulatory purposes.

The personal data that is stored on the Whole Game System, is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System, then please contact them.

We will hold information longer if needed during any purpose of defending or making legal claims. Examples of some of our retention periods are set out below:

GUFA stores:

- Financial transaction with you for six years in order to comply with its obligations to maintain adequate account records aligned with funders, affiliations, tax, etc.
- Job application and CVs for up to one year, in case of other suitable opportunities.
- Account information and player registration will be kept until the data is no longer required or you delete your account/profile. This will include the subscription to the GUFA newsletter. Each season we will ask accounts to review their information to ensure details are kept updated.
- Registration forms and attendance will be kept and stored for four years due to some funding cycles being 3 years should there be a review or reflection period.
- Other personal data will be retained for as long as it is still required, and no longer.

If any information falls into more than one category, then the longer storage period will apply.

Your rights regarding your personal data

As a data subject you may have the right at any time to:

You have the right to:

- Ask GUFA not to process your personal data for direct marketing purposes.
- Request access to your own personal information held by GUFA.
- Request rectification or erasure of your own personal information held by GUFA
- Restrict the processing of your personal data instead of it being fully erased.
- Request access to the portability of your personal data.

- Lodge a complaint about the way in which your personal data is being used to the UK's data protection supervisory authority and the Information Commissioner's Office.

As a data subject you are not obliged to share your personal data with the Organisation. If you choose not to share your personal data with us we may not be able to register or administer your membership.

If you have any questions about this Privacy Notice, then please contact Amelia Lampitt (welfare@girlsuntiedfa.org).

Changes to our privacy policy

We may update this Privacy Notice from time to time and will inform you to any changes in how we handle your personal data.

This policy was last updated in May 2021.