



AFC Oakley – Data Protection Policy and Privacy Notice

1. About this Data Privacy Notice

AFC Oakley Football Club is committed to protecting personal data and handling it responsibly.

This Privacy Notice explains how AFC Oakley collects, uses, stores and shares personal data relating to players, parents, guardians, adult players, coaches, volunteers, committee members and others involved with the club.

AFC Oakley Football Club is the Data Controller for personal data used for club purposes.

For data protection questions or requests, please contact: registrations@afcoakley.co.uk

2. Information Commissioner's Office fee status

AFC Oakley has completed the Information Commissioner's Office data protection fee self-assessment and has confirmed that the club is currently exempt from paying the data protection fee.

AFC Oakley remains subject to UK GDPR and the Data Protection Act 2018.

3. What personal data we collect

AFC Oakley may collect and use the following personal data:

1. player name, gender, date of birth, address, age group, school year and school
2. parent or guardian name, relationship to player, date of birth, address, phone number and email address
3. adult player contact details
4. emergency contact details
5. medical, allergy, medication, dietary and welfare information
6. photographs and videos, where consent has been given
7. identity, age or eligibility evidence where required for registration or verification
8. registration status and team allocation

9. payment confirmation, payment reference, membership type, payer name, email address and amount paid
10. coach, manager, volunteer or committee role information
11. communication preferences and marketing opt-outs
12. safeguarding, welfare, discipline, complaint or incident information where relevant

4. Why we use personal data

AFC Oakley uses personal data to:

1. administer club membership
2. register players with The FA and relevant leagues
3. allocate players to teams and age groups
4. communicate with players, parents, guardians, coaches, volunteers and committee members
5. organise training, fixtures, tournaments and club activities
6. manage player welfare, medical needs and emergency contact arrangements
7. process registration fees and other club payments
8. manage safeguarding, welfare, discipline, complaints and incidents
9. meet FA, County FA, league, insurance, legal and regulatory requirements
10. administer Oakley Sports and Social Club membership where required
11. send club-related updates
12. send third-party or sponsor communications only where the person has not opted out

5. Lawful bases for using personal data

AFC Oakley relies on one or more of the following lawful bases:

1. contract, where processing is needed to provide club membership or football participation
2. legal obligation, where the club must comply with legal, safeguarding, financial or regulatory duties
3. legitimate interests, where processing is necessary to run the club, administer football activity, communicate with members and protect the club
4. consent, for certain uses such as photographs, videos and optional marketing
5. vital interests, where information may need to be used in an emergency to protect someone's life or safety

Where AFC Oakley processes medical or health information, this is treated as special category data and is used only where necessary for player welfare, safe participation, emergency response or safeguarding.

6. Website registration and FA Club Portal

AFC Oakley collects initial registration information through the AFC Oakley website.

Parents, guardians and adult players are then asked to complete formal player registration through The FA Club Portal. The FA may use personal data in accordance with its own privacy notices.

Within AFC Oakley, registration access is restricted by role. The Registrations Officer and Chair have access to registration information needed to assign players to age groups and teams. Managers may access player information through the AFC Oakley website, but only for players in their own team or age group.

7. Medical and welfare information

AFC Oakley collects medical, allergy, medication, dietary and welfare information so that managers, coaches and appropriate club officers can support safe participation in football.

Medical information is treated as confidential and is shared only where necessary for football administration, player welfare, emergency contact or safeguarding.

8. Identity, age and eligibility evidence

AFC Oakley may collect evidence to verify a player's identity, age or eligibility where this is required for registration or football administration.

This information is deleted once the relevant check has been completed, unless there is a specific reason to retain it for longer.

9. Photos and videos

AFC Oakley may use unnamed photos and videos of players for club communications, website, social media and promotional material where consent has been given.

Named photos or videos will only be used where separate consent has been given, where required.

Consent can be withdrawn by contacting the club. Withdrawal of consent will not affect use that has already taken place before the withdrawal was received.

10. Club communications and marketing

AFC Oakley will contact players, parents, guardians, coaches, volunteers and committee members about club-related matters. This may include registration, training, fixtures, safeguarding, welfare, fees, tournaments, volunteering, discipline and general club administration.

AFC Oakley may also send third-party, sponsor or partner marketing communications where this is permitted and where the person has not opted out.

People can opt out of third-party marketing during registration or at any later time using the unsubscribe link or by contacting the club.

11. Payments

AFC Oakley uses Stripe to process registration and membership payments. Payment options may include payment card, Apple Pay, Stripe payment links, Onelink and Klarna where available.

AFC Oakley does not store full card details.

AFC Oakley may retain payment confirmation, payer name, email address, amount paid, payment reference and membership category for finance, reconciliation, refund, audit and membership administration purposes.

12. Team communications

AFC Oakley teams may use WhatsApp, The FA Matchday app, Spond or similar tools for team administration and football-related communications.

For youth teams, groups must be limited to parents and guardians only. Youth players must not be added to AFC Oakley team communication groups.

Adult players may be added to relevant adult team groups.

13. Safeguarding records

Safeguarding records are stored separately from general registration records in secure cloud storage with restricted access.

Access is limited to authorised club officers who need the information for safeguarding, welfare, legal, regulatory or FA-related purposes.

Safeguarding information may be shared with The FA, Bedfordshire FA, statutory agencies, police, social services, leagues or other relevant organisations where necessary to protect children, vulnerable people or others.

14. DBS, coaching and safeguarding compliance

AFC Oakley does not normally hold separate local copies of DBS, coaching qualification, first aid or safeguarding training records.

Compliance information is monitored through The FA Club Portal, including coach compliance status and expiry dates.

15. Oakley Sports and Social Club membership

AFC Oakley may collect and collate limited information for Oakley Sports and Social Club membership purposes.

Where required, AFC Oakley may share limited adult member or parent/guardian details with Oakley Sports and Social Club. This may include name, address, phone number and email address.

AFC Oakley does not share under-18 player details with Oakley Sports and Social Club for this purpose.

Oakley Sports and Social Club is responsible for how it uses personal data for its own membership administration.

16. Who we share data with

AFC Oakley may share personal data with:

1. The FA
2. Bedfordshire FA
3. relevant leagues
4. Oakley Sports and Social Club
5. Stripe, Klarna and other payment providers where relevant
6. Spond, The FA Matchday app and other team administration platforms where used
7. website, email, cloud storage and IT providers
8. insurers, accountants or professional advisers where required
9. safeguarding bodies, statutory agencies, police or social services where necessary
10. tournament organisers or match officials where required for football administration

AFC Oakley will only share personal data where there is a valid reason and will limit sharing to the minimum necessary.

17. How long we keep data

AFC Oakley keeps personal data only for as long as needed.

General registration records are manually deleted by the Registrations Officer Secretary or Chair once a player leaves the club, after any necessary end-of-season administration has been completed.

Identity, age or eligibility evidence is deleted once the relevant check has been completed, unless there is a specific reason to retain it for longer.

Medical information held within registration records is deleted when the player leaves, unless it is linked to an incident, safeguarding matter, complaint, insurance issue or legal matter.

Payment records may be kept for finance, accounting, refund, audit and dispute purposes.

Safeguarding, welfare, discipline, complaint or incident records may be kept separately for longer where necessary.

18. How we protect data

AFC Oakley uses appropriate technical and organisational measures to protect personal data.

This includes restricting access by role, limiting access to those who need it, using approved systems, keeping safeguarding records separate and limiting local copies of personal data.

19. Your rights

Individuals have rights under UK GDPR, including the right to:

1. be informed about how personal data is used
2. access personal data
3. ask for incorrect data to be corrected
4. ask for data to be erased in certain circumstances
5. object to certain uses of data
6. restrict processing in certain circumstances
7. withdraw consent where processing is based on consent

Requests should be sent to: registrations@afcoakley.co.uk

AFC Oakley may need to verify identity before responding to a request.

20. Complaints

AFC Oakley asks that any concern is raised with the club first so it can be reviewed and resolved where possible.

Individuals also have the right to complain to the Information Commissioner's Office.

21. Review

This Privacy Notice will be reviewed at least once per season or sooner if AFC Oakley changes how it collects, uses, stores or shares personal data.

The committee will approve any policy changes and record approval in the committee minutes.