

Bury & North Manchester Referees

www.buryrefs.org.uk

Privacy Notice

Bury & North Manchester Referees' Association ("we", "our", "us") take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. 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 unauthorised access to or use of it.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Association members.

You provide information about yourself when you register with the Association, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender and County FA Referee Registration details. We will also record membership details, including the year in which your continuous membership of the Association began.

Where we need to collect personal data to fulfil Association responsibilities and you do not provide that data, we may not be able to 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 Association and arrange Development Sessions and other events; to administer memberships, and provide the services you are signing up to when you join the Association as a Member. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a Member to provide the services you are registering for.

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 (Article 6 of GDPR)
Processing membership application forms and subscription payments	Performance of a contract
Sending out Association information and updates, including those required by our Rules	Performance of a contract
Sharing data with Association Officers and committee members to provide information about our membership, activities and events	The Association has a legitimate interest to maintain member and participant correspondence for Association community purposes.
Organising our referee training and development sessions and maintaining attendance records	Performance of a contract
Sharing data with coaches, tutors, officials and suppliers to run training sessions or enter events	Performance of a contract
Sharing data with third party service, event or facility providers	The Association has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services are for the benefit of the Association, its members and other participants
Sharing data with the Referees' Association for membership and insurance administration purposes (where applicable to a member)	Performance of a contract

Purpose/ Processing Activity	Lawful Basis for processing (Article 6 of GDPR)
Sharing data with the Lancashire Referees' Association for Benevolent Fund administration purposes (where applicable to a member)	Performance of a contract
Sharing data with the Referees' Association and County Football Associations if nominating members for awards	The Association has a legitimate interest to run the organisation efficiently and as it sees fit. Awards are for the benefit of the Association and its members.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	The Association has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Association, participants and its members.
Publishing information about Association Awards, Events and Development Sessions	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 (or the parent/guardian if under 16)
Publishing contact details of Association Officers and members of the Management Committee	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.
Sharing data with the Lancashire Referees' Association and County Football Association for Safeguarding Children and Vulnerable Adults	The Association has a legitimate interest to run the organisation efficiently and as it sees fit. Safeguarding is an essential requirement.

Who we share your personal data with

When you become a member of the Association, your information may be entered onto the Football Association's Whole Game System database. We also pass your information to the national Referees' Association where this is applicable for membership and/or insurance purposes and to the Lancashire Referees' Association where this is applicable for Benevolent Fund purposes.

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. In particular, we will share any personal information necessary to comply with the Football Association's procedures for Safeguarding Children and Safeguarding Vulnerable Adults.

The Association's data processing may require your personal data to be transferred outside of the UK. Where the Association 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.

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 Association. We will delete this data 36 months after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on 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.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

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

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

If you have any questions about this Privacy Notice then please contact the Secretary.