



Coleraine F.C. Youths

- Stronger Together -

General Data Protection Regulations (GDPR)

Coleraine Football Club (CFC) Youths is obligated to comply with the General Data Protection Regulation (GDPR) 2018 and we are committed to ensuring protection of all personal information that we hold. We recognise our obligations in this area and are dedicated to safeguarding the personal information under our control.

CFC Youths process personal data for purposes related to the game of football.

This policy aims to ensure that our data processing is done without adversely affecting the rights of the individual.

CFC Youths process personal data about current, former and from time to time prospective players. Given that we are a Youth football club, we also process personal data about parents/guardians of the players. We also process personal data about staff, volunteers, members, referees, coaches, managers, contractors, third parties, suppliers and other individuals that we communicate with.

The GDPR principles are

- Data is processed lawfully, fairly, and in a transparent manner
- Data is processed with specific and explicit purpose
- Data is limited to what is necessary for the purpose
- Data is accurate and up to date
- Data is kept no longer than is necessary
- Data is protected using both technical and organisational measures

CFC Youths is responsible for and must be able to demonstrate compliance with the above listed principles. We will only process personal data for the explicit and defined purposes of the Club, or as permitted by GDPR. We cannot process personal data for any reason unrelated to our duties, and we must ensure when data is no longer needed, it is deleted or anonymised.

We will ensure that personal data we hold is accurate and kept up to date. We will check the data we hold at the start of every season and take all reasonable steps to destroy or delete data which is no longer required.



We have proportionate procedures and technology to maintain the security of all personal data. If data is required to be transferred to a third party to process on our behalf we will have a GDPR compliant written contract in place with that party. Data security will be essential for us and our security procedures include

- Access to files on a need to know basis only
- Limited access to Club documents, email account etc.
- Password protected functions in respect of all data
- Adequate and secure methods of disposal

In the case of a personal data breach, we may need to notify the data protection authority and the individual. In Northern Ireland the data protection authority is the Information Commissioner (ICO).

If you know or suspect that a personal data breach has occurred, inform a member of the committee immediately who will take the appropriate steps in escalating the breach.

All individuals, as data subjects, have rights under GDPR including

- The right to be informed
- The right to request access to any data held about them
- The right to object to processing of their data
- The right to have inaccurate or incomplete data rectified
- The right to be forgotten (deletion or removal of personal data)
- The right to restrict processing
- The right to data portability
- The right not to be subject to a decision which is based on automated processing

At the point of collection, CFC Youths will inform the data subject of the purpose as to why we are collecting the data, and how and what we will be using the personal data for. We will advise what personal data is possessed by other bodies e.g. Leagues and how long the data will be held for.

Individuals have the right to and may make a formal request for information we hold about them. Anyone who receives such a request should forward it to the Committee in the first instance. The Board will be notified and the IFA if necessary. CFC Youths must deal with the subject access request in 30 days from the request being received. We will only disclose personal data if we have checked the individuals identity to make sure they are entitled to it.



Personal data is only processed by CFC Youths if consent has been given by the individual. The individual may withdraw consent at any time. As children are involved consent must be in writing from the parent/guardian.

Special Category Data is personal data which GDPR states is more sensitive and so needs more protection. Additional protection and conditions are given in these instances e.g. individuals health, safeguarding issues.

The Club, Committee and Board of CFC Youths will be responsible for ensuring compliance with this policy. Any queries about this policy should be referred to info@colerainefcyouths.com The matter will then be forwarded to the Data Protection Officer.