



**THE GREAT BRITAIN
DISABILITY FOOTBALL ASSOCIATION**

PRIVACY & DATA PROTECTION POLICY

1. Introduction

This Privacy & Data Protection Policy sets out how the Great Britain Disability Football Association ("GBDFA") uses and protects personal information which we may receive during the conduct of our business.

GBDFA is committed to ensuring that your privacy and personal information are protected. We will only use any personal information about you in accordance with this Privacy Policy.

This Privacy Policy is designed to allow GBDFA to meet the requirements of the EU General Data Protection Regulation 2018 ("GDPR"). GBDFA may periodically update this Privacy Policy in response to developments in good practice under the GDPR or to comply with any changes in legislation.

2. Who we are and what we do

GBDFA is the governing body for football for those with a physical or sensory impairment at Great Britain level – this with specific reference to the preparation, selection and management of Great Britain teams participating in international competition, including but not limited to the Paralympic Games. GBDFA was originally established as an unincorporated members' association in 2007, and was registered as a private company limited by guarantee no. 08751604 in October 2013. Our registered address is c/o The Football Association, Wembley Stadium, London HA9 0WS – while our correspondence address is c/o Wharton Consulting, Harrogate Business Centre, Hammerain House, Hookstone Avenue, Harrogate, North Yorkshire HG2 8ER.

3. What information we collect and how we use it

In the course of our business, we may collect the following personal information:

- a) name, e-mail address, postal address and/or phone number of member contacts, in order to deliver and/or promote our business;
- b) name, e-mail address, postal address, phone number, and other information provided by individuals who apply for a role within GBDFA;
- c) personal information provided to us by our members which is pertinent to the conduct of our business, including but not limited to demographic information (e.g. dates of birth, locality of residence), sporting performance levels, job role or description, and/or contract details;
- d) personal information provided to us by website users, for example, in connection with our business, to receive further information from us, or to receive newsletters. This might include your name, e-mail address, postal address and/or phone number.

As a general rule, GBDFa will not sell or pass your information to third parties, and we will not share your information with third parties for marketing purposes.

We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example, to the British Paralympic Association, to whom we will pass information regarding the players whom we nominate for selection to ParalympicsGB to participate in the Paralympic Games; or to process donations, or fulfil classification requirements). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service.

Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

4. Our website

By using our website (www.gbdfa.co.uk) you are deemed to have read, understood and accepted the terms of this policy. If you do not agree to be bound by these terms, please do not use our website.

Our website may contain links to the websites of third parties. If you follow a link to any of these websites, please note that these websites are subject to their own privacy policies and we do not accept any responsibility or liability for these policies or their use of your personal information. Please check these policies before you submit any personal data to these websites. In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Please be aware that this policy may change from time to time and that such modifications are effective immediately, from the time they are included on our website.

Like many other websites, our website may use cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we may use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service. Cookies do not include personal details.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

We do not sell, give, or trade the statistics we store to any third parties.

5. Transferring your information outside Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union (“EU”). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you’re agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

6. 16 and under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, we will require you to provide your parent/guardian’s permission beforehand whenever you provide us with personal information.

7. Data Security

GBDFA is committed to ensuring that your personal information is secure. So as to prevent unauthorised access or disclosure, we have put in place appropriate physical, electronic and data management procedures to safeguard and secure the information we collect and hold. While no information transmission over the Internet is guaranteed 100% secure, nor is any storage of information always 100% secure, we do take all appropriate steps to protect the security of your personal information.

We will report within 72 hours any unlawful data breach, regarding the personal information collected and held by GBDFA, to all relevant individuals, organisations and authorities, if it is evident that personal information stored in an identifiable way has been stolen or unlawfully accessed.

Where GBDFA has been provided with personal information of individuals by our members (as explained in section 3 above), and is therefore acting as a data processor, we will inform the member, who is the data controller, of any breach. The member, as data controller, will then inform the individuals and/or organisations affected and the authorities, as necessary.

8. Data Retention and Removal

GBDFA will only retain the personal information of our member contacts and other individuals where we have prior written permission of the person involved to do so. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Any individual may exercise their rights under the General Data Protection Regulation, that is the:

- right to be informed
- right of access
- right to rectification
- right to erasure (*that is, the removal of any personal information*)
- right to restrict processing
- right to data portability

- right to object
- right in relation to automated decision taking

relating to any personal data controlled by GBDFa, by contacting our Company Secretary, Neil Tunncliffe, by the following means:

- mobile phone: 07712 178275
- email: neil.tunncliffe@btconnect.com

In the interests of data security, please note that GBDFa will request valid proof of identification from any individual seeking to exercise any of their rights.

Document Control:

<i>Policy Details</i>			
Privacy and Data Protection Policy			
Status	Initial Draft v1	Date	May 2018
Approved by	Board of Directors	Date	11 September 2018
Reviewed	Company Secretary	Date	15 November 2019