



Ashington Town FC – Data Protection Policy

1. Purpose

To ensure Ashington Town FC handles personal data lawfully, securely, and transparently in accordance with the UK GDPR and Data Protection Act 2018.

2. Scope

This policy applies to:

- All players and their parents/guardians
- Coaches, managers, referees, and volunteers
- Committee members and contractors
- Suppliers and third-party service providers
- Any individual whose personal data is processed by the Club

3. Principles of Data Protection

Ashington Town FC commits to the following principles:

- Lawful, fair, and transparent processing
- Purpose limitation
- Data minimisation
- Accuracy and timely updates
- Storage limitation
- Integrity and confidentiality
- Accountability and demonstrable compliance

4. Responsibilities

Club Committee

- Ensure compliance with this policy
- Respond to data protection queries and breaches
- Maintain version control and updates

All Staff, Volunteers & Contractors

- Process data only for authorised purposes
- Treat personal data as confidential
- Follow Club guidance on data retention, correction, and security
- Report breaches or subject access requests to the Club Secretary immediately

5. Lawful Processing

Personal data is processed based on:

- Contractual necessity
- Legal obligation
- Legitimate interest
- Consent (refreshed annually, especially for children via parent/guardian)

6. Data Collection & Use

- Data is collected directly or via trusted sources
- Individuals are informed of the purpose, legal basis, and their rights
- Data is only used for Club-related activities and shared with authorised parties (e.g. Northumberland FA, The FA, applicable leagues)

7. Data Retention

- Personal data is retained for 12 months after the end of an individual's relationship with the Club
- Data outside retention periods must be securely deleted or anonymised

8. Data Accuracy & Updates

- Accuracy is checked at collection and at the start of each season
- Individuals may request corrections at any time

9. Data Security Measures

- Password protection for digital files and devices
- Locked storage for physical records
- Secure disposal (e.g. shredding, device destruction)
- Restricted access to personal data
- Use of GDPR-compliant systems and contracts with data processors

10. Subject Access Requests & Breaches

- Requests must be forwarded to the Club Secretary immediately
- Breaches must be reported without delay and may be escalated to Northumberland FA
- All evidence related to breaches must be preserved

11. Individual Rights

Individuals have the right to:

- Access their data
- Request correction or deletion
- Object to processing
- Restrict processing
- Data portability
- Withdraw consent
- Be informed of automated decision-making

12. Data Transfers Outside the EEA

- Transfers permitted only with appropriate safeguards in place

13. Accountability & Training

- The Club must demonstrate compliance
- Committee and volunteers will receive training
- Privacy measures are reviewed regularly

14. Policy Review & Updates

- Reviewed annually or as required
- Changes will be communicated via email where appropriate

15. Sign-off

This policy has been approved by:

A handwritten signature in black ink, appearing to be 'Adam Millar', with a stylized, cursive script.

Adam Millar
Club Secretary
On behalf of
Ashington Town FC Committee

9th October 2025