



# NC United Data Protection & GDPR Policy

Document Creation Date: 18/12/2025– V1.0

## 1. Policy Statement

NC United Football Club is committed to protecting the personal data and privacy of all individuals involved with the Club. The Club recognises its responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and is committed to handling personal data lawfully, fairly, and transparently.

The Club will take all reasonable steps to ensure that personal data is stored securely, accessed appropriately, and used only for legitimate football and safeguarding purposes.

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## 2. Scope

This policy applies to all personal data relating to:

- Players
- Parents and carers
- Coaches, volunteers, and officials
- Committee members

It applies to data collected through:

- Google Forms
  - Google Drive
  - Club email accounts
  - Club website forms (including safeguarding and witness statements)
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## 3. Types of Data Collected

NC United FC may collect and process the following personal data:

- Names, contact details, and emergency contact information
- Medical information and consent forms
- Accident and incident reports
- Safeguarding records and welfare concerns
- Photographs and video recordings (where consent has been provided)

Medical and safeguarding information is treated as special category data and handled with additional care.

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## 4. Lawful Basis for Processing

The Club processes personal data under one or more of the following lawful bases:





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- Consent (e.g. medical forms, photography)
  - Legitimate interests (e.g. club administration, communication)
  - Legal obligation (e.g. safeguarding requirements)
  - Vital interests (e.g. medical emergencies)
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## 5. Data Storage and Security

Personal data is stored securely using:

- Google Drive and Google Forms
- Club email accounts

Access to personal data is:

- Restricted to limited committee members with a legitimate need
- Controlled and reviewed regularly

The Club takes reasonable steps to protect data from:

- Unauthorised access
  - Loss
  - Misuse
  - Accidental disclosure
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## 6. Data Retention

NC United FC retains personal data only for as long as necessary and in line with FA and GDPR best-practice retention periods, including:

- Safeguarding records retained for longer periods where required
- General administrative data retained only while the individual is involved with the Club

Data is securely deleted or destroyed when no longer required.

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## 7. Sharing of Data

Personal data will only be shared where necessary and appropriate, including with:

- Club Welfare Officers
- The County FA
- The FA Safeguarding Team





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- Statutory agencies where required

Data will never be shared for commercial purposes.

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## 8. Individual Rights

Under GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of data (where appropriate)
- Restrict or object to processing
- Withdraw consent at any time

Requests should be made in writing to the Club.

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## 9. Data Breaches

Any actual or suspected data breach must be reported immediately to the Club Welfare Officer.

The Club will:

- Assess the nature and risk of the breach
  - Report the breach to the Information Commissioner's Office (ICO) where required
  - Inform affected individuals promptly if there is a risk to their rights or freedoms
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## 10. Responsibilities

- Committee members with access to personal data must handle it responsibly and confidentially
  - Personal data must not be shared outside agreed processes
  - Any concerns regarding data protection must be raised immediately
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## NC United FC Commitment

NC United Football Club is committed to protecting personal data, respecting privacy, and ensuring that information is handled safely, responsibly, and in line with FA and GDPR requirements.

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