**Mile Oak Wanders FC – GDPR Guidance**

# What is GDPR?

The General Data Protection Regulation is a new legislation (and therefore law) around the protection and use of people’s personal data.

# What does it mean to us?

* + It places new legal obligations on us when we wish to collect, process and store information about living individuals.
	+ It means we need to ensure we are explicitly clear to individuals about what information we are collecting and why.
	+ It places restrictions on how long we can keep individual’s information.
	+ It enforces the ability of any individual to have their information (held by us) deleted, transferred to someone else (i.e. they move football clubs) or even a request for access where we have to provide them a record of all the data we hold on them.
	+ EVERY single breach of regulation is legally required to be reported to the Information Commissioners Office (ICO)

# What does it mean to me as a Coach?

Fortunately, not too much in your role as a coach. Most of the processing of personal details are done by our registrations secretary and club secretary, either by paper or on an online system (WGS for example). However, you need to be clear on a few things;

Parents, coaches, volunteers & players data is owned and belongs to them and them alone and we can only use it in ways they given permission. You need to always bear this in mind before you do anything with someone else’s information (this includes SMS, emails and even verbal conversations.

* Ensure that all player registration cards are kept in your house somewhere relatively safe/hidden (don’t leave them in your car overnight)
* Don’t send communications to other parents or players that discuss details of other parents or players or include personal information about them
* You should send communications to other club officials or coaches that contains the minimum amount of personal data that is required. It would be better to do this in person with the appropriate club officials who can official record any details which can then be stored securely
* Don’t collect personal information on paper, it’s easily left out for multiple people to read and even worse can be lost
* If you think you may have done something incorrectly, contact the Clubs DPO who can help and advise you
* Remember, you are a volunteer, this is a Registered Sports Charity, we need to be able to display we have acted in an appropriate way, there is no such this as perfect when it comes to GDPR
* Don’t keep any information you don’t need

### Examples

* One of your parents needs a lift, so you pass their phone number and name to other parent to arrange a lift. – Although this could be ok under a ‘legitimate interest’ clause, you did not get consent. So, this is one is a ‘grey’ area, best to be safe and always get consent (via SMS would be fine)
* You email another coach at the club, discussing how Johnny Browns asthma has been affecting his attitude. – Unless the other coach has some sort of medical training or you are seeking specific coaching advice (a legitimate interest), you would be in breach of the legislation, even worse, you have been discussing ‘Sensitive’ personal data by mentioning his medical condition
* You defect to another club and provide the new club with the contact details of the parents and players without first gaining the consent of the parents (you will need to have physical evidence of the consent). – You have committed an offence under the GDPR legislation. Regardless of whether the parents are happy that you have done this, you didn’t get their consent upfront, **you** could be charged and fined.
* You email the Welfare Officer as you have a concern that Gillian X maybe at risk of abuse from XXXXXXX a family member. – You have a legal reason to of used their data to inform the Welfare Officer, you have not breached any legislation