



Data and information sharing policy

Policy information			
Date created	25/08/2024	Lead	David Rees
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Introduction

Hanworth Villa Football Club (HVFC) is committed to handling personal data responsibly and in compliance with the General Data Protection Regulation (GDPR), safeguarding requirements, and other applicable laws. This policy outlines our approach to data protection, information sharing, and confidentiality to ensure the safety, privacy, and security of all individuals associated with the club.

Scope

This policy applies to all HVFC staff, volunteers, coaches, players, parents, guardians, and third-party service providers who process personal data on behalf of the club.

Data Protection Principles

HVFC adheres to the following GDPR principles:

- **Lawfulness, fairness, and transparency:** Personal data is processed legally and transparently.
- **Purpose limitation:** Data is collected for specific, legitimate purposes.
- **Data minimisation:** Only necessary data is collected and stored.
- **Accuracy:** Personal data is kept accurate and up to date.
- **Storage limitation:** Data is retained only for as long as necessary.
- **Integrity and confidentiality:** Data is protected against unauthorised access, loss, or damage.

Information Sharing

HVFC shares personal data only when necessary and in accordance with legal obligations. This includes:

- **Safeguarding:** Sharing information with relevant authorities (e.g., FA Safeguarding Team, police, social services) when a child or vulnerable adult is at risk.



- **Football Administration:** Sharing player registration details with league organisers, The FA, and other football-related bodies.
- **Health and Safety:** Providing medical details to emergency services if required.
- **Legal and Regulatory Compliance:** Sharing data when legally required to do so, such as incident reporting

Consent and Individual Rights

- Explicit consent is obtained where required for data processing.
- Individuals have the right to access, correct, or request deletion of their data.
- Requests regarding personal data can be submitted to the Club's Data Protection Officer (DPO).

Data Security

- Personal data is stored securely in electronic or paper formats with restricted access.
- Only authorised personnel can process sensitive data.
- Breaches are reported and handled in line with GDPR requirements.

Third-Party Data Processors

- HVFC ensures third parties handling personal data comply with GDPR, this includes services such as payment processing and web-based forms etc.
- Data-sharing agreements will be in place where required.

Safeguarding and Confidentiality

- HVFC prioritises the safety of children and vulnerable adults.
- Information is shared on a need-to-know basis to protect individuals at risk.
- Confidentiality is maintained unless disclosure is required for safeguarding purposes and or other legal compliance.

