



Part of the Mental Health Organization



## Balanced Minds FC Privacy Policy

Here at Balanced Minds FC, we take the privacy of our users and members very seriously and we are dedicated in ensuring that all personal information held is protected and processed in line with the UK General Data Protection Regulations (UK GDPR) and Data Protection Act (DPA) 2018.

Please read this Policy as it explains in full and sets out how Balanced Minds FC will handle, process and share any personal information that is provided to us by yourself, either when using our website or in any other circumstances where personal information is collected such as social media or email. We will take precautions and steps to keep your information secure and to prevent any unauthorised access or use/reuse of your information. All personal information that we process is in accordance with the UK GDPR and DPA 2018 legislation.

By using our website or submitting information to us through or in connection with our website, social media channels namely X (previously Twitter), TikTok, Instagram and Facebook and via email you signify your consent to our collection, use, sharing and disclosure of your personal information in accordance with this policy.

### Club Contact Details

Club Contact: Chairman

Club E-mail: [Info@balancedmindsfc.com](mailto:Info@balancedmindsfc.com)

Club Contact: Data Protection Officer

Club E-mail: [Info@balancedmindsfc.com](mailto:Info@balancedmindsfc.com)

### The type of personal information we collect

We currently collect and process the following information:

#### For Parents and Players

- Personal identifiers such as name, contact details and email and/or postal address) provided by you
- Financial information such as bank details



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- Personal identifiers and special category data for Children such as name, date of birth, address and information relating to any medical conditions provided by the Child's parent(s).

### For Coaches

- Copy of information relating to DBS check

### **How we get the personal information and why we have it**

All of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide a service which you have paid for
- To register your child with the Football Association (FA) as a player of the club
- For medical treatment of players including any emergencies or illness
- For organisation purposes in relation to upcoming events at the club such as open evenings, presentation evenings, team training and game days.

We use the information that you have given us in order to provide services which you have paid for, registration purposes with the FA, to provide medical treatment and mental health support and to ensure that we have the right precautions in place for medical emergencies/illnesses.

We may share this information with the FA for registration purposes, coaches, the club physiotherapist and mental health first aiders and officer at the club.

We collect your information (provided by you) on different platforms such as; our website, our social media channels namely X (previously Twitter), Instagram, TikTok, Facebook and via email or paper forms.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent – the individual (you) has given clear consent for us to process your personal data for a specific purpose. You are able to withdraw your consent at any time. You can do this by contacting [Info@balancedmindsfc.com](mailto:Info@balancedmindsfc.com)**

**(c) We have a Legal Obligation – the processing is necessary for you to comply with the law (not including contractual obligations).**

**(d) Vital Interests – the processing is necessary to protect someone's life.**

**(e) Public task – the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.**

### **How we store your personal information**

All personal information and special category information is securely stored on an encrypted, password protected device which is locked in a reinforced safe with limited access when not



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in use. There is a limited number of users who have access to the device containing the data.

We keep personal identifiers such as; name, contact details and postal or email address' for the duration that the service is being provided for or for the period that you are a member of the club. We will then delete and dispose your information 1 week following the last date which the service was provided or 3 months following the date in which you are no longer a member of the club.

We keep bank details and payment information for the duration that the service is being provided for. We will then delete and dispose of your information 1 week following the last date which the service was provided.

We keep personal identifiers for children such as; name, D.O.B, postal address and special category data for children such as medical conditions and/or illnesses for the duration of the child being a registered player with the club. We will then delete and dispose of your information 1 week following date in which you are no longer a member of the club.

### Your rights under Data Protection

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Info@balancedmindsfc.com](mailto:Info@balancedmindsfc.com) if you wish to make a request.

Please note that engaging your rights may have further implications as to how Balanced Minds FC are able to contact you or organise for your child to be involved in a particular fixture for example.

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [Info@balancedmindsfc.com](mailto:Info@balancedmindsfc.com).



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You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

### **Privacy Policies of other Organisations which your data may be shared with**

The Football Association (FA)  
[The FA Group Privacy Policy | The Football Association](#)

WhatsApp  
[Privacy Policy \(whatsapp.com\)](#)

Spond  
[Privacy Policy | Spond](#)