

## System RFC GDPR Policy

The General Data Protection Regulation became law on 25th May 2018 with its main purpose to protect individual's personal data and strengthen the rights and privacy of residents across the EU. To confirm- this does not mean that we are changing what data we collect from you, or how we use this information. The privacy notice below explains in more detail what we do with your personal information and your rights relating to the information we hold about you.

### **What information about you do System RFC Mini & Juniors hold?**

We collect and process personal data from the player or their parent/guardian when you join and when we carry out annual renewals of your membership. We hold registration information including the player's name, age and date of birth, RFU registration number, home address as well as any medical conditions they may have and a parent/guardian's contact details.

### **Does System RFC M&Js share any personal information it receives?**

Other than as set out below, we do **NOT** share any personal information.

### **How secure is information about me?**

Personal information is kept on an excel spreadsheet on password protected computers. The initial registration forms that are filled out and the medical conditions/emergency contact forms are kept separately in a safe environment.

### **How will we use the information about you?**

We will use your information to manage and administer your membership and your involvement with its teams and the club, and to keep in contact with you for these purposes. We will share player registration details with the Rugby Football Union (RFU) who use that data to regulate, develop and manage the game. We are required by the RFU to ensure each player is registered in order for the player to be insured. From time to time we are required to register the players' name, date of birth and RFU registration numbers for festivals, tournaments and certain matches. Medical conditions are required in case of accident or emergency during training or matches and parent/guardian contact details in case of emergency or to liaise with regarding club news, training or matches.

Personal data may also be shared with government authorities and/or law enforcement officials if mandated by law or if required for the legal protection of the club's legitimate interests in compliance with applicable laws.

### **How long do we hold the information?**

All information will be held whilst the player is registered with the club. Information will be deleted within 12 months of the player leaving the club.

### **Can I find out what personal information you hold about me?**

We will respond to any access requests within one month. Before fully responding, identity may need to be confirmed.

### **Who holds the information and who to contact?**

The original registration forms are held by Tracy Smith, Mini & Junior Registration Coordinator. All Team Managers and/or each Head Coach have access to their own Individual Team information. If you need to contact Tracy to discuss this further, please call 0116 2601223 or email [info@systonrfc.co.uk](mailto:info@systonrfc.co.uk)

If you have any concerns about how the RFU process your data, you can get in touch with them at [legal@rfu.com](mailto:legal@rfu.com) or by writing to The Data Protection Officer, Rugby Football Union, Twickenham Stadium, 200 Whitton Road, Twickenham TW2 7BA.