



Blairgowrie & Rattray Community Football Trust

Privacy Policy

1. Introduction

Blairgowrie & Rattray Community Football Trust (BRCFT) SCIO, OSCR registration number SC046291, are committed to ensuring that all personal data (information which could be used to identify someone) that we hold is processed and stored securely under current Data Protection Legislation including General Data Protection Regulation (GDPR) and Data Protection Act 2018. This Privacy Statement will explain what measures BRCFT have taken to ensure the safety and relevance of any data we may hold about you and how it meets GDPR specifications. BRCFT will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

2. What Data Do We Hold?

BRCFT may collect and store some of your personal data, and as such, BRCFT is the “data controller” of this data. If you register as a BRCFT official, volunteer or player, we will ask you for the following data:

- Name
- Address inc. postcode
- Date of birth
- Phone number(s)
- Email Address
- Gender
- Potentially details of references

Additionally, all team and club roles are only granted on completion of a background check. This is in the form of a Protecting Vulnerable Groups (PVG) check by Disclosure Scotland, and as such also includes a criminal records check. We may retain copies of correspondence, disciplinary records or complaints for future reference in line with our retention schedule. This data will be held securely within BRCFT.

Please note: player and official data is stored on the Scottish Football Association (SFA's) server at <https://www.scottishfacomet.co.uk/>, and as such data is held in accordance with the SFA's Privacy Policy which can be found [here](#). BRCFT use My Club Hub's server for the purpose of processing payments and accepting bookings, and, as such, data is held in accordance with their Privacy Policy which can be found [here](#).

3. Why Do We Need Your Data?

We need your information to:



- Manage your BRCFT membership, including verifying if you have completed mandatory training and child protection requirements.
- Provide and process insurance and PVG checks.
- Respond to questions, comments, concerns or other correspondence we may receive. If you fail to provide certain information when requested, we may be unable to register you as a player or official which would result in you/your team being unable to participate in football under BRCFT.

4. Who Do We Share Your Personal Data With?

BRCFT may share your data with:

- Relevant Leagues
- Scottish FA
- Scottish Youth FA
- Scottish Women's Football
- Volunteer Scotland
- Disclosure Scotland

Additionally, we may be required to share personal data with statutory, legal or regulatory authorities and organisations. We will not share your data for the purpose of marketing unless you have given us your express consent to receive marketing communications.

5. How Do We Protect Your Personal Data?

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed, including:

- Undertaking information risk assessments
- Security awareness training for staff or volunteers who may be required to access personal data
- Limitation of access to BRCFT IT equipment
- Password protection of IT equipment and both SFA and My Club Hub servers, with only specific access granted to individuals with a requirement and relevant training to handle personal data
- Limitation of physical copies containing any personal data, with appropriate disposal procedures in place
- Storage of IT equipment and physical copies secured in locked premises monitored by CCTV surveillance
- No unsupervised usage granted of premises

In addition, we limit access to your personal data only to employees, agents, contractors and other third parties who have a legitimate interest. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.



6. What Are Your Rights?

Under Data Protection Legislation, you are entitled to exercise the following rights over your personal data:

- Right to object: You can object to our processing of your information.
- Access to your personal information: You can request access to a copy of your information that we hold, along with information on what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge.
- Right to withdraw consent: If you have given us your consent to use your information to send you marketing emails, you can withdraw your consent at any time or by clicking the "unsubscribe" link in any marketing email which you receive.
- Rectification: You can ask us to change or complete any inaccurate or incomplete personal information held about you.
- Erasure: You can ask us to delete your information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- Portability: You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- Restriction: You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.
- Make a complaint: You can make a complaint about how we have used your information to us by contacting us, or to a supervisory authority - for the UK this is the Information Commissioner's Office, at <https://ico.org.uk/>.

7. Legal Basis for Using Your Personal Data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- (a) Where we need to perform the contract we have entered into with you.
- (b) Where we need to comply with a legal obligation.

8. Contact Us

If you have any queries or requests relating to your personal data, please write to:

Blairgowrie & Rattray Community Football Trust
The Stadium
Davie Park
Ashgrove Road
Rattray
PH10 7BS



or email: trustees@brcft.org.uk

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