**Football Development Scheme - information about the data we hold:**

**What data do we keep?**

When you book your son / daughter a place on any of our activities we keep a record of your child’s name, age, any medical conditions and emergency contact telephone numbers. We need this information to produce activity registers for health and safety purposes and to ensure staff have emergency contact details if required. In addition to this we also ask parents / guardians if they would like to be added to our database to be informed of forthcoming activities. If parents / guardians ‘opt in’ to this we hold name and address details for a 12 month period and inform parents by email or post of our sports activities taking place during that academic year.

**How long do we hold your information for?**

Registers (hard copy) are destroyed / shredded at the end of the course once they are no longer required. Computer files are also deleted at this point.

Our database is monitored on a regular basis and details are removed (unless a new opt in consent has been completed) after each 12 month period.

Our main office telephone is also password protected.

**How do we ensure your information is correct and up to date?**

We will ask you to complete a new booking form at the start of each course to ensure we have the most up to date information and contact details.

**How do we keep your information secure?**

Computerised Information is password protected. Paper based files are kept with coaching staff during sessions and we hold paper records at our main office. These are kept in a locked cabinet. Once courses our complete registers are shredded. Our mobile telephone is also password protected.

**Rights to data:**

You have the right to ask what data we have regarding you / your child. This can be requested by phone, email or in writing. We will then confirm the details we hold. You also have the right to ask us to remove data we hold on our database at any time and we will ensure that this happens within 5 working days.

**FDS Staff:**

FDS staff are all aware of the importance of keeping data safe and who to contact in regards to any issues regarding data / data breeches. Updates are provided to staff at least once each academic year.

The Football Development Scheme is registered with the ICO.

**If you have any queries regarding data please contact: Mr M. Pryce**

**Tel: 07821827785 Email: mykeyprycefds@hotmail.co.uk**