



England Walking Football — Data Protection Policy

1. Purpose

England Walking Football (“EWF”) collects, stores, and uses personal information about players, volunteers, and partners in order to run our activities effectively. This policy explains how we protect that data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to:

- All EWF committee members, coaches, volunteers, and contractors who have access to personal data.
- All personal data processed in any form — electronic, paper, or verbal.

3. What is Personal Data?

Personal data is any information that identifies a living individual. Examples we may hold include:

- Contact details (name, address, email, phone)
- Date of birth
- Emergency contact details
- Medical information relevant to participation
- DBS check results (for volunteers in certain roles)
- Photographs or video recordings

4. Principles of Data Protection

EWF will ensure personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up-to-date
- Stored no longer than necessary
- Kept secure

5. Lawful Bases for Processing

We will only process personal data where at least one lawful basis applies, for example:

- Consent — e.g., permission to use a player’s image on our website.

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- Contract — e.g., registering a player for competitions.
- Legal obligation — e.g., maintaining accounting records.
- Legitimate interests — e.g., contacting members about fixtures.

6. Collecting Data

We will:

- Only collect what we need.
- Explain why we are collecting it.
- Obtain consent where required (e.g., marketing, photos).
- Keep collection forms clear and easy to understand.

7. Storing Data

- Electronic data will be stored on password-protected devices or secure cloud services.
- Paper records will be kept in locked storage.
- Access will be restricted to those who need it for their role.

8. Sharing Data

We will not sell or give personal data to third parties for marketing.

We may share data where necessary:

- With competition organisers
- With emergency services in case of incident
- With our insurers or legal advisors if needed
- With statutory bodies when legally required

9. Retention of Data

Personal data will be kept only for as long as necessary:

- Membership and emergency contact details — deleted within 6 months of leaving the club.
- Accident reports — kept for 3 years (or longer if required by insurance).
- Financial records — kept for 6 years.

10. Data Subject Rights

Individuals have the right to:

- Access their personal data

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- Rectify inaccurate data
- Request deletion (“right to be forgotten”)
- Restrict or object to processing
- Data portability (where applicable)
- Withdraw consent at any time

Requests should be sent to the Data Protection Lead.

11. Data Breaches

Any actual or suspected breach (loss, theft, unauthorised access) must be reported immediately to the Data Protection Lead.

We will assess the breach, notify the ICO if required within 72 hours, and inform affected individuals where necessary.

12. Responsibilities

- Committee — Ensure compliance with this policy.
- Data Protection Lead — Oversee data protection, handle requests, keep records.
- All Volunteers — Follow policy, keep data secure, report issues promptly.

13. Contact

Data Protection Lead: Keeley Jones

Email: keeley@englandwalkingfootball.co.uk

14. Review

This policy will be reviewed annually or sooner if legislation changes.

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