



Here for good.

PRIVACY NOTICE FOR PARTICIPANTS

Spartans Community Football Academy is a social enterprise and registered charity (Charity Number SC037598, Company Number SC306958).

Our registered address is:

Ainslie Park
94 Pilton Drive
Edinburgh
EH5 2HF

Spartans Community Football Academy will be a “controller” of the personal information that you provide to us.

When you register as a participant with Spartans Community Football Academy (including if you are registering on behalf of a child) we will ask for the following personal information:

- Contact details: name, address, email address, date of birth, school (where applicable); phone number; permission to contact you; permission to use your image in photos and videos
- Emergency contact details: name, address, email address, phone number
- Other details relevant to the delivery of our programmes. For example medical details.
- Permission to contact you for marketing purposes

We use a third party provider, Class4Kids to manage bookings and payments for our community coaching programmes. Please read the Class4Kids privacy policy [here](#).

Why we need your personal information: contractual purposes

When you book a place with us or register with us for our programmes we need to collect your personal information so that we can honour your booking/registration and to enable you/your children to participate in the programme. If you do not provide us with all of the personal information that we need this may affect our ability to book your place.

Why we need your personal information: legitimate purposes

We also process our participants' personal information in pursuit of our legitimate interests to:



Here for good.

- Promote and encourage participation in football and youth work by sending communications and booking information for upcoming courses and events.
- Monitor and develop participation in football by monitoring engagement and participation in our community coaching courses and inviting our participants to participate in surveys for researching and development purposes.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us we may share this with your consent on our social media channels and/or for promotional/ journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the [UK], and is accessed by our staff for the purposes set out above. It may also be stored in paper form in a secure location at The Spartans Community Football Academy.



Here for good.

How long we keep your personal information

We will only keep your personal information for as long as necessary to deliver the programme for which you have registered or for as long as we are required to do so under any legal or statutory obligations.

Our data protection policy

We have a data protection policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different data retention periods. You can request a copy by contacting us at info@spartanscfa.com

Your rights

You can exercise any of the following rights by writing to us at info@spartanscfa.com

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a “subject access request”;
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- You have a right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.

Any requests received by the Spartans Community Football Academy will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at <http://www.ico.org.uk>