



*Marlborough Youth FC  
in association with  
Marlborough Town FC.*

*'Proudly supporting all football in  
Marlborough'.*



## **MYFC Players and Club Data Protection**

(Player information/photos, Club information/promotion and Club ideas/ initiatives)

1. Only individual team managers (plus team administrators if the team has one) have access to the Club Directory, which contains player membership details.
2. The Club Directory is secure and so the best place to store and access player data.
3. Managers will need to extract some data from the Club Directory to manage their team (e.g., emergency contact numbers, and medical information), but they should only extract the minimum data they really need and leave the rest stored where it is. The Club Directory is the safest place to keep the data. Managers and coaches should carefully manage any physical documents (e.g., laminated emergency contact sheets) and destroy/shred them once they are no longer needed or have become out of date.
4. If managers create other electronic documents containing player data (e.g. emergency contact lists) these should be password-protected. If that document needs to be shared by e-mail (e.g. with another coach in the age group), it is best practice to send the password to the recipient in a text rather than by e-mail. Use a password that is easy to remember but not easy to guess.
5. The key rule is only sharing player data on a need-to-know basis:

### **Within the Club**

- Only share information with people in the Club who need to know.
- Only share the extent of information needed to be seen.

### **Outside the Club**

- The only reason to share is for league, cup and tournament admin.
- Only share the extent of information needed to be seen.

6. Managers and coaches should regularly delete out-of-date player data or data about former players stored on laptops, PCs, or e-mail folders.
7. Posting player photos online:
  - The Club **can** post player photos online on its website and social media platforms on an unnamed basis if the player's parent has given consent as part of the player registration process.
  - Managers and club officials posting Club matters online, e.g. community news-sharing/club promotion, need to check the squads on the Club Directory and note any players for whom "Social media and images" consent has not been given.
  - Those players need to be excluded from the photos.
  - While this could cause practical issues, managers and coaches must respect the wishes of the player's parents.



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- The posting of player photos online, along with player names, **is only permitted** if a parent or guardian gives specific consent by e-mail at the time and before the photos are posted.
- 8. These rules are reflected in the Club's Privacy Notice, which complies with GDPR. As part of the player registration process, all parents must confirm that they have read and agreed to the Privacy Notice.
- 9. **Questions and Queries**
  - Database and player directories: Club Secretary ([secretary@myfc.club](mailto:secretary@myfc.club))
  - Player data concerns: Data Protection Officer ([secretary@myfc.club](mailto:secretary@myfc.club))
  - Player welfare concerns: Club Welfare Officer/s ([cwo@myfc.club](mailto:cwo@myfc.club))
- 10. **Distribution of Public Information**
  - Seek club chair agreement before any public advertising, promoting or press release.
  - (Unless on social media or website where prior authority to post has been given).
- 11. **Development of New Ideas and Initiatives**
  - All ideas/initiatives regarding the club are welcome and encouraged.
  - They are to be first raised at a committee meeting before being explored in public.
  - This is so we can all contribute and consider any implications.
  - We are seeking to operate in a measured way as a collective.
  - Sensible judgment is required here.
  - If in doubt, raise it at a committee meeting or with one of the execs out of hours first.

End

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Initial: Various

RevA: Overhaul and 10 and 11 added. StuS Jan 25

RevB: Updated for new domain – myfc.club: StuS Apr 25