



Kintore United Football Club Privacy Notice

How we collect, use and protect personal information

Last updated: 27th August 2027

1. Who we are

Kintore United Football Club ("the Club", "we", "us" or "our") is a community football club based in Kintore, Aberdeenshire. For data protection purposes, the Club is the controller of the personal information it collects and uses to run football activities, memberships, teams, events, safeguarding, communications and administration.

Our data protection contact is: **secretary@kufc.co.uk**

2. What personal information we collect

We only collect personal information that we need for legitimate club purposes. This may include names, dates of birth, addresses, phone numbers, email addresses, emergency contact details, membership and registration information, attendance records, team allocation, match availability, payment records, photographs or video, volunteer information, qualifications, safeguarding records, and relevant medical, allergy, injury or accessibility information.

Where we collect information about children or young people, we will take particular care to use clear language, collect only what is necessary, and involve parents or carers where appropriate.

3. Why we use personal information

We use personal information to manage memberships and registrations, organise training and matches, select and communicate with teams, collect fees and maintain financial records, respond to injuries or emergencies, support safeguarding and welfare responsibilities, manage volunteers and coaches, arrange events and fundraising, comply with league, SYFA/SWF, legal, insurance and regulatory requirements, and keep members and families informed about club activities.

4. Our lawful bases for using personal information

Under UK data protection law, we rely on different lawful bases depending on the purpose. These may include legitimate interests, where we need to run and administer the Club in a fair and proportionate way; contract, where we provide membership or football activities; legal obligation, where we must keep certain records or comply with safeguarding, financial or regulatory duties; consent, for optional uses such as some photography, publicity or marketing;



and vital interests, where information is needed in an emergency to protect someone's health or safety.

5. Special category information

Some information, such as medical, allergy, injury, disability, accessibility or safeguarding information, may be more sensitive. We will only use this information where necessary, for example to keep players safe, provide appropriate support, respond to incidents, meet safeguarding responsibilities, or comply with legal and regulatory duties.

6. Photographs, video and publicity

We may take or use photographs and video for match reports, club news, website updates, social media, fundraising, celebration of achievements and promotion of the Club. Where consent is required, we will ask for it clearly and separately. Parents, carers, players and members can withdraw consent for optional photography or publicity at any time by contacting us.

7. Who we share information with

We may share relevant information with coaches, team managers, committee members, leagues, football governing bodies, safeguarding officers, insurers, payment providers, IT and administration service providers, event organisers, medical professionals, emergency services, professional advisers, regulators or public authorities where this is necessary and lawful. We do not sell personal information.

8. How we store and protect information

We take reasonable steps to keep personal information secure. Access is limited to people who need the information for their club role. We use appropriate safeguards for digital and paper records, which may include password protection, restricted access, secure storage, careful sharing practices and secure deletion or destruction when information is no longer needed.

9. How long we keep information

We keep personal information only for as long as we need it for the purpose it was collected. Membership and team administration records are usually kept while someone is involved with the Club and for a reasonable period afterwards. Financial records may be kept for the period required by law. Safeguarding, welfare and incident records may need to be kept for longer in line with applicable guidance and legal requirements.

10. Your data protection rights

You have rights over your personal information, including the right to ask for access to it, to ask us to correct inaccurate information, to ask us to delete information in certain circumstances,



to ask us to restrict or object to certain uses, and to withdraw consent where we rely on consent. These rights are not absolute and may depend on the circumstances.

To make a request, please contact our data protection contact using the details in section 1. We may need to confirm your identity before responding.

11. Complaints

If you have a concern about how we use personal information, please contact us first so we can try to resolve it. You also have the right to complain to the Information Commissioner's Office, the UK regulator for data protection: [ICO privacy notice guidance](#).

12. Changes to this notice

We may update this privacy notice from time to time. The latest version will be made available to members, parents, carers, volunteers and others whose information we use.