



## Privacy Notice

### **Who We Are**

Lakelands Football Club Company Limited by Guarantee trading as Lakelands FC ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Lakelands FC's registered office is at 56 Whately Place, Stillorgan, Co. Dublin and we are a company registered in Ireland under company number 628317. We act as the data controller when processing your data. Our designated privacy manager is Brendan Kelly, who can be contacted at [brendan.kelly@lakelandsfc.net](mailto:brendan.kelly@lakelandsfc.net).

### **Information That We Collect**

Lakelands FC processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

#### ***The personal data that we collect from you at registration includes: -***

- Player Name and Date of Birth
- Name of Parent/guardian
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- Bank account / payment details
- Where appropriate, health/medical information

#### ***Where you apply to act as a volunteer or coach, we collect additional personal data that from you such as: -***

- Passport
- Driver's License

We collect information through online forms provided by membership management and 3<sup>rd</sup> party payment processors and compliance software. We may also collect information through email or text.



## How We Use Your Personal Data

Lakelands FC takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below: -

- **Membership management:** We collect your personal data to make a record of all members of the club and to facilitate the co-ordinate of teams with relevant coaches.
- **Member Payments:** We collect and store your payment data as part of our business accounting and tax purposes to ensure that member subscriptions are up-to-date.
- **Registration of members:** We have an obligation to share personal data relating to club membership with the Football Association of Ireland.
- **Member Communication:** We will occasionally communicate with you to notify you about training, games and matters relevant to the club. Such information will be non-intrusive and is processed on the grounds of legitimate interests.

## Your Rights

You have the right to access any personal information that Lakelands FC processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.



If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the legitimate interests specified in this notice or where there is a legal requirement.

Lakelands FC uses Clubforce to provide membership management, communication and payment services (and related business functions), and Complyfile for volunteer vetting purposes; however, all processors acting on our behalf are required to process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures. The Privacy Notice of Clubforce can be found here: <https://clubforce.com/privacy-policy/>. The Privacy Notice of Complyfile can be found here: <https://complyfile.com/privacy-statement-cookies-policy/>

Lakelands FC may occasionally use Veo camera recording technology to record matches and training sessions for performance analysis and coaching purposes, however, we will notify parents of the relevant Lakelands FC team and the club coaches of the relevant opposition team in advance of any such recording. Where Lakelands FC employs this video systems, all recordings will be securely held by Lakelands FC in a dedicated folder on the club's OneDrive cloud platform that will be accessible only for training purposes by persons approved by the club's Garda vetted coaches. Such persons granted access may include, upon request, coaches from the opposition team featured in the video. Short clips from the match recordings may be shared with parents or published on the club's website (e.g. goals from the featured game). All recordings will be retained only for such period of time as the club determines necessary for coaching purposes and will generally be deleted at the end of the relevant season, however, certain recordings may be retained to monitor player development from season to season. The Privacy Notice of Veo can be found here: <https://www.veo.co/privacy/>

### **Safeguarding Measures**

Lakelands FC takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

### **Transfers Outside the EU**

Lakelands FC does not transfer or store any personal data outside the EU.

### **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to Lakelands FC, however, as this information is required for us to provide you with our membership services, we will not be able to offer our services without it.



### **How Long We Keep Your Data**

Lakelands FC only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under Irish tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

### **Special Categories Data**

Lakelands FC may process sensitive personal information relating to any medical condition or injury about you (or your child) related to their membership of the club where it is in the best interests of the safety of the child who is a member, but we will only process the minimum information necessary for the specified purpose.

### **Lodging a Complaint**

Lakelands FC only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Brendan Kelly  
Lakelands FC  
56 Whatley Place, Stillorgan, Co. Dublin  
[brendan.kelly@lakelandsfc.net](mailto:brendan.kelly@lakelandsfc.net)

Office of the Data Protection Commissioner,  
Office House, Station Road, Portarlington, Co. Laois  
T: +353 57 8684800  
E: [info@dataprotection.ie](mailto:info@dataprotection.ie)

March 2022