**WASHINGTON JUINIORS FOOTBALL CLUB DATA FLOW PLAN.**

The Teams.

**Where does data come from.**

The data from teams is the first and second contact details of the teams. The team supplies the data and is inputted on to the league secure website under the teams own username and password. The follow data is required, Name, address, postcode, landline telephone, mobile number and email address. If the team does not want their home address on public display the team can tick a button on the website and then only the Name telephone and email details of the person are shown.

**Why Do We Require this data**.

The league requires this data for many reasons which include completion of Forms for Durham County FA, league mailing list and for other teams to be able to make contact with them.

**Retention of Data.**

As the data is under the clubs own control via username and password they can remove it at any time. If a team leave the league the data will be retained for 7 years then deleted.

**The Players.**

**Where does data come from.**

A player wanting to play for a team must first sign a player registration form which is retained by the team. The following data is then inputted to the secure website by the team. Name of player, Address and email address. An emergency contact number is required for Under 18 players a head and shoulder photo is optional but required for Under 18 players. The only data shown on the public website is the players name and year of birth. When the team input this data a system generated email is sent to the email address shown on the registration advising them of the teams request for this player to be registered to the league. Inside that email is an acceptance link where the player can accept his registration. Also contained within the email it advises the person if any of their details are incorrect to contact the person advised in the email. Once the league confirms the registration a second email is sent giving them a second chance to have incorrect data updated.

If the player or his parent or guardian for Under 18’s does not what this displayed then under the teams username and password they can remove a tick on both and only a player ID number will be displayed.

**Why Do We Require this data**.

This data is used for the legitimate business interests in operating the football league and is used to verify players who play in all matches within the league.

**Retention of Data.**

Once inputted to the database it will remain in active mode until 31st May each season after that date it will be removed from public view but retained in the teams file which can be reactivated by the team to play again in the following season. Any player who is not going to re-sign for this team, his data is released and is archived until required by another team within the league. Any data not reactivated with seven years with be securely deleted.

**Match Officials.**

**Where does data come from.**

A match official who wishes to officiate in any league matches sends his Name, address post code mobile number and email address to the league who then input it onto the secure website. On the match name is on displayed on the public website. The full data is kept in a secure section of the website and can only be accessed by a Username and password only supplied by the league to teams and match officials within the league who require to use this data.

 **Why Do We Require this data**.

The data is used to post the names of the match officials against a fixture on the website for the team to make contact with him and can only access his data via a password.

**Retention of Data.**

The data is held by the league until the match official does not renew his membership or is inactive for 7 years when it will be securely deleted.