



Privacy Policy

Policy Name	Privacy Policy
Version Date	August 2026
Drafted By	Data Proof Ltd
Authorised By	Club Chairman

Introduction

Sevenoaks Town FC ("the Club", "we", "our", "us") take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the Data Controller, responsible for the processing of any personal data you give us (ICO Reg. Nr: ZB107702). We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What Data We Collect & Why:

Players, Prospective Players, Skills School, & Camp Attendees

When you register with the Club, we may collect the following information about you:

- Name, Address, and Contact Details – required for us to contact you;
- Date of Birth – required to register you with the FA, County FA, and Leagues;
- Passport – required to validate identity and age;
- Photograph – required to register you with the FA, County FA, and League organisations;
- Emergency Contact Details – to ensure your safety in an emergency;
- Payment Details – to process payments for fees
- Guardian Details – where this information relates to a minor, the Club will also collect relevant contact details from a Guardian.

We will invite you to provide the following Special Category Data to assist the club in providing the best experience to you. You are not required to provide this information to register with the Club:

- Medical information you believe is relevant – to assist us in keeping you safe;
- Accessibility Information you believe is relevant – to assist us in maximising your access to Club activities.

Coaches & Club Officials

When you register with the Club, we may collect the following information about you:

- Name, Address, and Contact Details – required for us to contact you;
- Date of Birth – required to register you with the FA, County FA, and Leagues;
- Photograph – required to register you with the FA, County FA, and League organisations;
- Emergency Contact Details – to ensure your safety in an emergency;
- DBS Certificate Number – for Safeguarding reasons
- Training records – such as Safeguarding, First Aid, and Coaching qualifications



We will invite you to provide the following Special Category Data to assist the club in providing the best experience to you. You are not required to provide this information to register with the Club:

- Medical information you believe is relevant – to assist us in keeping you safe;
- Accessibility Information you believe is relevant – to assist us in maximising your access to Club activities.

Team Administrators & Volunteers

When you register with the Club, we may collect the following information about you:

- Name, Address, and Contact Details – required for us to contact you;
- Emergency Contact Details – to ensure your safety in an emergency;

Season Ticket Holders & Spectators

When you attend a Sevenoaks Town FC football match we may collect the following information:

- Name, Address, and Contact Details – if you purchased a season ticket or pre-purchased a match ticket;
- Photographs – we may incidentally capture you in photographs or videos taken during the match or Club event. These images may be used to promote the activities of the Club.
- Match Highlights – the Isthmian Football League Ltd may incidentally capture your image in crowd footage in their match highlights. The Isthmian Football League Ltd is the Data Controller for this data. Please see their Privacy Policy at ...

CCTV Images

Individuals that attend our stadium for training, matches, or other club activities will be filmed and recorded using CCTV controlled and operated by the Club. CCTV is used to ensure the security and safety of club property, assets, and the individuals attending our facilities.

For more information about our use of CCTV, please review our CCTV Policy.

Lawful Basis for Processing

The Club have identified the following lawful basis for processing your data:

Contractual Obligation when processing your data to provide services to you such as membership, season tickets, ticketing, and when sharing data with the FA, County Association, and/or league organisation to facilitate your involvement in competitive football.

Legal Obligation when we are required to process your data to comply with legislation, such as payments linked to employment, safeguarding, and health & safety.

Vital Interest when processing medical information that you may have provided to us in the interest of preserving your health. Processing of your Emergency Contact Details.



Consent where you have provided us with consent to process your data. You may withdraw this consent at any time.

Legitimate Interest when processing is required to enable the Club to go about its normal business and to protect its assets (such as CCTV).

Explicit Consent from you, or your guardian, when processing Special Category Data, such as medical information. You are not required to provide such data.

Who we Share your information with:

Coaches, Club Officials & Team Administrators

Where relevant to their role, we may provide Coaches, Club Officials, and Team Administrators with access to your data to fulfil their duties to the Club – such as arranging training, matches, and other Club activities.

The Football Association, County Association, & League Organisers

When you have been registered with the Club, we are required to share your details with the Football Association, County Association and any relevant League Organisations in whose competitions you may participate in. This is a requirement of our membership of these organisations. These organisations process your data as Data Controllers in their own right.

Match Officials and Opposition

Where appropriate, we are required to share details of registered players, coaches, club officials, and team administrators with Match Officials (such as a Referee) and Opposition teams in the form of squad lists, team sheets, or to facilitate match disciplinary issues. The Club is required to provide this information to adhere to competition rules for club events in which you participate in.

The Opposition Club may publish such information on its website or as part of a match programme.

Third Party Organisations

The Club use several third-party systems to administer membership, competition, and communications with you – such as our Registration System, the FA MatchDay & FullTime systems, Spond, WhatsApp, Eventbrite, JotForm and Jot Payments, and Stripe.

Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions. To obtain a full list of authorised Club systems, please contact office@sevenoakstownfc.co.uk

Legal Obligation to share

The Club will share your data with organisations when and where there is a relevant legal obligation for us to do so – such as HMRC, law enforcement organisations, the courts, or for Safeguarding reasons.



International Data Transfers

The Club does not habitually transfer your data outside of the UK. Where such transfers are required, the Club will ensure that these transfers comply with the requirements of the Information Commissioner's Office detailed at <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/international-transfers/>

Your Rights and how to exercise them:

The Right to be Informed: You have the right to be informed about what data we hold about you, why we hold it, and how we protect it.

The Right to Access: You have the right to request access to all the data that we process about you. If you have registered as a Player or a Coach, you can access your record at any time by logging into our registration system at <https://register.sevenoakstownfc.co.uk/account/sign-in>

The Right to Rectification: Where the data we hold about you is incorrect or out of date, you have the right to request that this data is corrected. If you have registered as a Player or a Coach, you can access and amend your data at any time by logging into our registration system at <https://register.sevenoakstownfc.co.uk/account/sign-in>

The Right to Erasure: In certain circumstances, you have the right to request that we delete your data. We may have a legal obligation to retain your data for a specified period.

The Right to Object & The Right to Restrict Processing: In certain circumstances, you have the right to object to our processing of your data and/or to restrict the processing of your data (such to prevent deletion).

The Right to Withdraw Consent: Where the Club rely on your consent to process your data, you have the right to withdraw this consent at any time. The Club will ensure that facilitating your withdrawal of consent is as easy as it was to collect your consent in the first place.

The Right of Data Portability does not apply to data processing being carried out by the Club. However, where reasonably possible, the Club will look to transfer your data if you move to a different Club.

The Club does not process data for Automated Decision Making.

To exercise your rights please contact the club by email to office@sevenoakstownfc.co.uk or speak with a Club Official. The Club may be required to verify your identity to process your request.

To find out more information about your rights, please visit <https://ico.org.uk/for-the-public/>



Protecting your data:

We have put in place appropriate technical and operational security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. We review and test these measures periodically.

Cyber Security support is provided by our web provider (<https://www.wix.com/website-security>).

How long we retain your personal data:

The Club will only retain your data for the period that it is required to fulfil the purpose for which it was collected.

We retain personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club.

We will delete this data 7 years after a participant or member has left or otherwise ended their membership or affiliation as a requirement of HMRC and Gift Aid or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

We will minimise the data we hold about players that are no longer active with the club – removing contact details, medical & accessibility information, date of birth, and educational details as soon as possible, and at least before the start of each new season.

Questions and Complaints:

If you have any questions about this Privacy Notice, or you have any complaints about how we have handled your data, please contact the Club by email to office@sevenoakstownfc.co.uk or by speaking with a Club Official.

We will acknowledge your complaint within **30 days** of receipt and will investigate and respond to you without undue delay.

You also have the right to escalate your complaint to the Information Commissioner's Office (ICO).

You can contact the ICO at <https://ico.org.uk/make-a-complaint/> or by calling their helpline on **0303 123 1113**.

Updates to this Notice:

We may update this Privacy Notice from time to time and will publish updates to our website. Where it is possible to do so, we will inform you of any changes in how we handle your personal data.