

## ARDAGH UNITED FC

# DATA PROTECTION AND PRIVACY NOTICE

*Effective for the 2026/27 season*

**PRIVACY COMMITMENT:** Ardagh United FC will only collect and use personal information where there is a clear club, safeguarding, legal or administrative reason, and will take particular care with children's and health information.

## 1. Purpose

Ardagh United Football Club respects the privacy of players, parents and guardians, coaches, volunteers, committee members, supporters and website users.

As an underage community football club, we process information needed to register players, organise football activities, communicate with families, manage volunteers, protect children, administer payments and operate the club. This notice explains what information we collect, why we use it, who we may share it with, how long we keep it and the rights individuals have in relation to their personal data.

Ardagh United FC processes personal data in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other applicable Irish data-protection requirements.

## 2. Data Controller

For data-protection purposes, Ardagh United Football Club is the Data Controller for personal information collected and used by the club.

Questions about this notice or the use of personal information can be submitted through the Contact section of [ardaghunited.com](http://ardaghunited.com).

## 3. Who This Notice Applies To

- players and prospective players;
- parents and guardians;
- coaches, team managers and volunteers;
- committee members and club officers;
- club members and supporters;
- people purchasing goods, membership or services through the club website;
- people attending club activities, camps or events; and
- people contacting or corresponding with the club.

Children have their own data-protection rights. Where we process children's information, the club will take additional care to ensure that collection and use is appropriate, necessary and properly protected.

## 4. Information We May Collect

### Player information

- name, date of birth, address and contact details;
- team, age group and football registration details;
- player identification or registration number;
- previous club information where applicable; and
- attendance and participation information.

### Parent and guardian information

- name, address, email address and telephone number;
- relationship to the player; and
- emergency contact information.

### Registration and eligibility documents

Where required for player registration or age verification, the club may request a birth certificate, passport or other identification, player photograph, or other proof of identity or date of birth. Access will be restricted and documents will not be kept longer than necessary.

### Medical and emergency information

Where necessary to protect player welfare and safety, we may collect information about medical conditions, allergies, injuries, medication requirements and other emergency information. Health information is sensitive personal data and will be handled with additional care.

### Coach, volunteer and committee information

- name and contact details;
- club role;
- coaching and safeguarding qualifications;
- First Aid qualifications;
- Garda Vetting status;
- training and compliance records; and
- FAI or other relevant registration information.

Where possible, the club will record the status or expiry date of a compliance requirement rather than retaining unnecessary copies of sensitive documents.

### Financial and transaction information

- name and contact details;
- transaction amount and date;
- order or membership information;
- payment status; and
- transaction reference.

Online card payments may be processed by an external payment provider. Ardagh United FC does not normally receive or retain full payment-card details.

### Photographs and video

The club may create or receive team, match, training and event photographs or video recordings for legitimate club, historical and promotional purposes, subject to the safeguards described below.

### Website information

When the club website is used, limited technical information may be collected, including IP address, browser or device information, cookies, login information where applicable and information submitted through online forms.

## 5. Why We Use Personal Information

- register players with the club, FAI, leagues and competitions;
- organise teams, training, fixtures and football activities;
- communicate with parents, guardians, players and volunteers;
- manage membership, fees, purchases and club administration;
- maintain player safety, emergency and welfare information;
- manage coaches, volunteers, Garda Vetting and safeguarding compliance;
- operate club governance, financial controls and record keeping;
- organise events, camps and fundraising activities;
- respond to questions, complaints, incidents or safeguarding concerns;
- publish appropriate club news, photographs and achievements;
- maintain and secure the club website and online systems; and
- comply with legal, regulatory, insurance, FAI, league and safeguarding requirements.

Personal information will not be used for a purpose that is incompatible with the reason it was collected without first considering whether additional notification or consent is required.

## 6. Lawful Basis for Processing

### Performance of a contract

For example, information necessary to provide club membership, register a player or fulfil an order.

### Legitimate interests

We may process information where reasonably necessary for the legitimate administration and operation of Ardagh United FC, provided those interests do not override the rights and interests of the individual. Examples include team administration, important club communications, fixture organisation and system security.

### Legal obligation

We may process information where necessary to comply with Irish law or other legal and regulatory requirements.

### Consent

Where appropriate, we may ask for consent, including for certain uses of photographs, videos or promotional material. Where consent is the basis for processing, it can normally be withdrawn at any time.

### Vital interests

Information may be used where necessary to protect someone's life or safety, for example where relevant medical information must be provided to emergency services.

### Special-category information

Health and certain other sensitive information receives additional protection. The club will only process this information where an appropriate lawful basis and special-category condition applies.

## 7. Children's Personal Data

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Protecting children's information is particularly important to Ardagh United FC.

- collect only information genuinely required;
- explain how children's information is used in clear language;
- involve children in decisions about their information where appropriate for their age and understanding;
- seek parent or guardian involvement where appropriate;
- limit access to children's information;
- avoid unnecessarily publishing identifying information about children;
- store sensitive information securely; and
- delete or anonymise information when it is no longer required.

Parents and guardians should avoid providing unnecessary sensitive information in registration forms, emails or team messaging groups.

## 8. Photographs, Video and Social Media

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Photographs and video are an important way of celebrating players, teams and the club community. The club also recognises that images of identifiable people are personal data.

Where appropriate, Ardagh United FC will seek parent or guardian consent for the promotional use of identifiable images of children. Depending on their age and understanding, children should also be involved in decisions about the use of their image.

- the Ardagh United website;
- official club social-media accounts;
- club publications and promotional material;
- match or event reports; and
- local media where appropriate.

The club will avoid publishing unnecessary personal information alongside images of children. Where consent is the legal basis, it may be withdrawn for future use. Withdrawal cannot always remove material that has already been legitimately published, distributed or archived.

## 9. Club Communications and Messaging

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Ardagh United FC may use email, telephone, website systems, messaging platforms and other approved channels to communicate with members.

- coaches and volunteers must use personal information only for legitimate club purposes;
- sensitive information such as medical details, identity documents, Garda Vetting information or safeguarding information must not be posted in ordinary group chats;
- messaging-group membership should be limited to appropriate participants;
- people who are no longer involved should be removed from groups and access lists;
- public group links should not be used for private team communication; and
- club information held on personal devices should be protected and deleted when no longer required.

## 10. Who We May Share Information With

Ardagh United FC does not sell personal information.

Where necessary, information may be shared with:

- the Football Association of Ireland;
- relevant football leagues and competition organisers;
- insurance providers;
- Garda Vetting or safeguarding bodies where applicable;
- website, hosting, IT and communications providers;
- payment-processing providers;
- professional advisers;
- emergency services; and
- government, statutory or regulatory authorities where legally required.

Only information reasonably necessary for the relevant purpose will be shared. Some recipients may act as separate Data Controllers and have their own privacy notices.

## 11. Website, Cookies and Third-Party Services

The club website may use third-party services for hosting, registration, membership management, online payments, email delivery, security, analytics and online shopping.

Where a provider processes information on behalf of Ardagh United FC, the club will take reasonable steps to use reputable providers and appropriate data-protection arrangements.

Some providers may process information outside the European Economic Area. Where applicable, appropriate safeguards required by data-protection law will be used.

The website may use cookies necessary for functions such as user accounts, security, shopping baskets, checkout and membership registration. Optional analytics or tracking cookies should only be used in accordance with applicable consent requirements.

## 12. How Long We Keep Information

Ardagh United FC will not keep personal information longer than reasonably necessary. Retention depends on why the information was collected and any legal, FAI, league, insurance or safeguarding requirements.

- Current membership information will normally be retained while the person remains involved with the club and for a reasonable administrative period afterwards.
- Player registration records may be retained where required by the FAI, league, insurer or law.
- Identity and age-verification documents will be deleted once verification and registration requirements are complete unless continued retention is genuinely required.
- Medical and emergency information will be reviewed and removed when no longer necessary.
- Relevant financial and accounting records may be retained for at least six years where required for tax, accounting or legal purposes.
- Coach and volunteer compliance records may be retained while the person remains involved and where necessary afterwards.
- Photographs and historical club material may be retained for legitimate archive purposes, subject to applicable rights and the lawful basis relied upon.
- Safeguarding, disciplinary, accident or incident records may require longer retention because of safeguarding, insurance or legal requirements.

Information no longer required will be securely deleted, destroyed or anonymised.

## 13. Keeping Information Secure

Ardagh United FC takes reasonable organisational and technical measures to protect personal information, including:

- password-protected systems and secure accounts;
- restricted and role-based access;
- secure website connections;
- keeping systems and software updated;
- secure document storage;
- limiting access to those who genuinely need the information;
- using club accounts rather than personal accounts where reasonably possible; and
- providing appropriate guidance to committee members, coaches and volunteers.

No electronic system can be guaranteed to be completely secure, but the club will use measures appropriate to the nature of the information being processed.

## 14. Personal Data Breaches

A personal data breach may include information being lost, accidentally deleted, sent to the wrong person, accessed without permission, stolen, accidentally published or obtained through a compromised account or device.

Suspected data breaches should be reported to the club immediately. Ardagh United FC will assess the breach and, where required by law, notify the Data Protection Commission and affected individuals.

## 15. Your Data Protection Rights

Subject to certain legal restrictions, individuals may have the right to:

- access personal information held about them;
- correct inaccurate or incomplete information;
- request deletion in certain circumstances;
- restrict processing in certain circumstances;
- object to certain processing;
- receive certain information in a portable format where applicable;
- withdraw consent where processing is based on consent; and
- make a complaint to the Data Protection Commission.

Children also have data-protection rights. A parent or guardian may exercise rights on behalf of a child where appropriate, taking account of the child's age, maturity and circumstances.

## 16. Making a Data Protection Request

Requests concerning personal information can be submitted through the Contact section of ardaghunited.com.

Please explain who you are, the information or request concerned and, where acting for a child, your relationship to the player. The club may need to confirm identity before releasing personal information.

Ardagh United FC will normally respond to a valid data-protection request within one month, subject to any lawful extension permitted under the GDPR.

## 17. Complaints

Anyone concerned about how Ardagh United FC has handled personal information is encouraged to contact the club first so the matter can be investigated.

A complaint may also be made to the Data Protection Commission, 6 Pembroke Row, Dublin 2, D02 X963, Ireland — dataprotection.ie.

## 18. Automated Decision-Making

Ardagh United FC does not currently use personal information to make solely automated decisions that produce significant legal or similar effects on individuals.

## 19. Changes to This Notice

This notice will be reviewed periodically and updated where club systems, services, data-processing practices, legal requirements or regulatory guidance change. The latest version will be published on ardaghunited.com.

## 20. A Note for Our Young Players

Your information belongs to you.

When you play with Ardagh United, we need some information about you so we can register you, organise your team and help keep you safe. We will try to keep that information safe and only use it when we have a proper reason.

If you want to know what information the club has about you, think something is wrong, or are worried about how your information or photograph is being used, you can speak to your parent or guardian, your coach or another trusted club official. You have privacy rights too.

## 21. Adoption and Review

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|--------------------------|-------------------------------------|
| <b>Policy adopted by</b> | Ardagh United FC Committee          |
| <b>Date adopted</b>      | 30 <sup>th</sup> August 2026        |
| <b>Effective from</b>    | 2026/27 season                      |
| <b>Next review date</b>  | 1 <sup>st</sup> August 2027         |
| <b>Policy owner</b>      | Secretary / Data-Protection Contact |