



Kirkliston & South Queensferry Football Club (KSQ)

Data Handling Policy

1. Purpose

This policy outlines KSQ's commitment to safeguarding personal data of its members, volunteers, and stakeholders, ensuring compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the club's constitution as a Scottish Charitable Incorporated Organisation (SCIO).

2. Scope

This policy applies to all personal data processed by KSQ, including data related to players, coaches, volunteers, parents/guardians, and other affiliated individuals.

3. Data Collection and Use

KSQ collects personal data solely for purposes that support its charitable objectives, such as:

- Managing club membership and registrations
- Organising training sessions, matches, and events
- Ensuring child protection and welfare
- Communicating with members and stakeholders
- Complying with legal, regulatory, and reporting obligations to the Scottish Charity Regulator (OSCR)

Data collected may include names, contact details, dates of birth, medical information, PVG status, emergency contacts, and volunteer credentials.

4. Data Storage and Security

Personal data is stored securely in digital systems (e.g., Spond, Comet, or encrypted spreadsheets) and/or physical formats with controlled access. KSQ implements appropriate technical and organisational measures to prevent unauthorised access, loss, or misuse.

5. Data Sharing

KSQ may share personal data with:

- Governing bodies (e.g., SYFA, SFA)
- League organisers (e.g., ESSDA, SERYFA)
- Disclosure Scotland for PVG processing
- Local authorities and grant providers for safeguarding and funding purposes

Data will never be sold or shared for commercial purposes.

6. Data Retention

To meet its obligations as a SCIO under the Charities and Trustee Investment (Scotland) Act 2005 and OSCR guidance, KSQ retains data in line with the following principles:

- Membership records: retained for six years after a member leaves
- Financial records: retained for seven years from the end of the financial year
- Child protection records: retained for 25 years
- Volunteer and coaching certification records: held while active, then archived for three years
- Email correspondence: may be archived for up to three years

Data will be securely deleted or destroyed after these periods unless longer retention is required due to legal or safeguarding considerations.

7. Rights of Data Subjects

All individuals have the right to:

- Access personal data held by KSQ
- Request correction of inaccurate or outdated information
- Request deletion, subject to legal or safeguarding constraints

- Object to processing or request restrictions
- Raise concerns with the Information Commissioner's Office (ICO)

8. Data Protection Officer

For data protection matters, please contact:

KSQ Data Protection Officer

Darren McGinnis

Club_secretary@ksq.org.uk

9. Policy Review

This policy will be reviewed annually or following changes to relevant legislation, club processes, or OSCR guidance.