

Premier League Charitable Fund & Derby County Community Trust

Joint Privacy Notice

The Premier League Charitable Fund (the “**PLCF**”) and Derby County Community Trust (“**DCCT**”) (together, “we”, “our”, “us”) are committed to keeping your personal information safe and meeting our responsibilities under privacy law. Given that your personal information can be used to identify you, we want you to be confident that we are using it responsibly.

This Privacy Notice gives you detailed information on why and when we collect your personal information when you participate in our activities, how we use your personal information, how we keep it secure, and how you can let us know if you would like us to change how we manage it.

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1. Who we are

The Premier League Charitable Fund (the “**PLCF**”) is an independent charity established in 2010 to deliver positive and lasting sporting, social, health and educational outcomes for a wide range of beneficiaries, especially young people.

DCCT is a registered charity (charity number 1123520), who aim to use the power of Derby County Football Club to improve lives and communities through sport, physical activity, health and education.

Together, DCCT and the PLCF organise and administer projects and education programmes for young people in our community, including all Premier League Primary Stars programmes (together, the “**Activities**”). These Activities are funded by the PLCF. For these activities, DCCT and the PLCF are “joint controllers” under data protection law. This means that both organisations work together to decide why and how your personal information is processed. It also means that we are jointly responsible to you under the law for that processing.

If you have questions regarding your personal information or its use, please contact us using the details set out in the ‘Contact us’ section below.

2. What personal information we may hold about you

We process personal data about a range of individuals, including the participants of the Activities and the employees of the schools and community organisations we work with.

Personal information is any information that relates to an individual. It does not include information where the identity of the individual has been fully and effectively removed (anonymous data).

We collect personal information about you including, as relevant:

- Identification information, such as your name;
- Your gender and year group;
- Educational details, such as the school you attend;

Sensitive personal information

Under data protection legislation, certain personal information is considered more 'sensitive' (e.g., information relating to race, religion, political affiliation and health). This is also known as 'special category data'.

We collect special category personal data about you including, as relevant:

- Details about your ethnicity;
- Whether or not you have a disability;

3. Where we obtain your personal information

We collect and retain personal information about you that you have given us in different ways, for example where you:

- Subscribe to our mailing lists;
- Attend or support the Activities;
- Contact us via email, phone, in person or by post.

We also collect and retain personal information about you from third parties including, as relevant:

- From a participant's parent or guardian;
- From your school or a community organisation in which you participate;
- Where you have told a third party you are happy to share your data.

4. How we use your personal information

We may use your personal information for the following purposes:

- Enabling you to make use of our services;
- Learning from your experience and feedback to develop our work;
- Undertaking diversity monitoring to ensure equality of opportunity for all participants;
- Safeguarding children and young people;
- Keeping our database accurate, relevant and up to date;
- Communicating with your school or community organisation about your progress during the Activities.

5. Our lawful bases

We will only use personal information when the law allows us to (i.e. where we have a 'lawful basis').

Where we have previously collected your personal information on the basis of your consent or explicit consent, we will continue to rely on this lawful basis. We will also ask for your consent where we are

required to do so by law (for example where we are using cookies on our website). Where we have not previously collected your personal information on the basis of consent or where we are not required to do so by law, we may rely on other lawful bases to collect your personal information. However, those lawful bases will only be met and your personal information will only be able to be processed where the processing is legitimate and proportionate, taking into account your fundamental rights.

Personal data

Most commonly, we will use your personal information in the following circumstances:

- where you (or your parent or guardian) have provided consent for us to use your personal information;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Our legitimate interests include:
 - improving the lives of people in our community through sport;
 - monitoring diversity information of individuals who participate in the Activities to ensure there is equality of opportunity to participate.
- where it is necessary to comply with a legal obligation on us (for example, reporting to HM Revenue and Customs, Companies House or the Charity Commission).

Special category personal data

Where applicable, we will use your special category personal data in the following circumstances set out in Article 9 of the UK GDPR:

- where you (or your parent or guardian) have provided explicit consent for us to use your special category information;¹
- where the processing is necessary for reasons of substantial public interest.²

In undertaking processing in reliance on the substantial public interest, we will also rely on the following conditions set out in Schedule 1 to the Data Protection Act 2018 (the “DPA”):

- where the processing is of a specified category of personal data and is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained;³
- where the processing is necessary for the purposes of protecting an individual (aged under 18 or aged 18 or over and at risk) from neglect or physical, mental or emotional harm or protecting their physical, mental or emotional well-being;⁴
- where the processing is necessary for the purposes of preventing or detecting an unlawful act and for reasons of substantial public interest.⁵

Criminal convictions and offences data

Where applicable, we will use your personal information relating to criminal convictions and offences in the following circumstances set out in Article 6 of the UK GDPR:

¹ Article 9(2)(a) of the UK GDPR.

² Article 9(2)(g) of the UK GDPR.

³ Paragraph 8 of Schedule 1 to the DPA.

⁴ Paragraph 18 of Schedule 1 to the DPA.

⁵ Paragraph 10 of Schedule 1 to the DPA.

- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Our legitimate interests include:
 - improving the lives of people in our community through sport;
 - monitoring diversity information of individuals who participate in the Activities to ensure there is equality of opportunity to participate.

In undertaking this processing, we will rely on the following conditions set out in Schedule 1 to the DPA:

- where the processing is necessary for the purposes of protecting an individual (aged under 18 or aged 18 or over and at risk) from neglect or physical, mental or emotional harm or protecting their physical, mental or emotional well-being;⁶
- where the processing is necessary to prevent or detect an unlawful act;⁷
- where you (or your parent or guardian) have provided consent for us to use your criminal convictions and offences data.⁸

We do not carry out any automated decision-making using personal information which produces legal effects or otherwise significantly affects individuals.

6. Retaining your personal information

We will not keep personal information for longer than necessary, and the appropriate retention period will vary according to the intended purpose for which we collected the personal information.

The criteria we use to determine the retention period of personal information are: (i) the respective statutory retention period; (ii) our contractual and/or business relationships with you; (iii) (potential) disputes; and (iv) any guidelines issued by relevant regulators. After expiration of that period, the relevant information is routinely deleted, as long as it is no longer necessary for the fulfillment of a contract, the initiation of a contract or to protect or defend our position or that of a third party. If you have any questions about our retention periods, please contact us at community@dcct.co.uk

7. How we share your personal information

We may share your personal information with third parties, including the following:

- with contractors, suppliers, or other third parties that provide services on our behalf (such as website host providers);
- as part of a sale, merger or acquisition, or other transfer of all or part of our assets including as part of a bankruptcy proceeding;
- pursuant to a court order, or other legal process or as otherwise required or requested by law, regulation, or government authority programs, or to protect our rights or the rights or safety of third parties;
- with our professional advisors, lawyers, accountants and auditors; or
- with your consent or as otherwise disclosed at the time of data collection or sharing.

8. International data transfers

We do not transfer personal information we hold to a country outside the UK.

⁶ Paragraph 18 of Schedule 1 to the DPA.

⁷ Paragraph 10 of Schedule 1 to the DPA.

⁸ Paragraph 29 of Schedule 1 to the DPA.

9. Your rights

Under certain privacy laws, you have rights relating to your personal information. You may have a right to the following:

- to request access to the personal information we hold about you;
- to request that we rectify or erase your personal information;
- to request that we restrict the processing of your personal information;
- to object to our processing of your personal information in certain circumstances;
- under certain circumstances, to ask us to port personal information about you that you have provided to us to you or to a third party; and
- where we previously obtained your consent, to withdraw consent to processing your personal information.

To exercise these rights, contact us via the “Contact us” section below. Please be aware that we may be unable to provide these rights to you under certain circumstances, for example if we are legally prevented from doing so or can rely on exemptions.

Additionally, you have the right to lodge a complaint against us, which you can do by contacting the supervisory authority in your country of residence. In the UK, this is the Information Commissioner’s Office at www.ico.org.uk/concerns.

10. Other websites

Our websites contain links to other websites. Please note that when you click on one of these links, you are entering another website for which we have no responsibility (even if you access the website via a link to one of our websites). We encourage you to read the privacy notices on all such websites.

11. Cookies

Our websites use cookies to enhance your experience online. Cookies are pieces of information that some websites transfer to the computer or device that is browsing that website and are used for record-keeping purposes at many websites. For further details about our use of cookies, please visit our Cookie Notice here <https://www.derbycountycommunitytrust.com/additional-information/cookie-policy>

12. Updates

This Notice may change from time to time – for example, to take into account changes at DCCT or to reflect changes in regulation or legislation. It was last updated on *13th January 2024*.

Updates to this Notice will be posted on this page – please check back from time to time. We will also use reasonable efforts to inform you of any significant changes by email where appropriate.

13. Contact us

DCCT and the PLCF are jointly responsible for your data. However, please email DCCT’s Compliance Manager at community@dcct.co.uk if you have any questions or concerns about this Privacy Notice or the way in which we handle your personal information.

You can also contact us at the following address:

14 Pride Point Drive, Pride Park, Derby DE24 8BX