



Privacy Notice

1. Our Contact Details

Organisation: Blackpool FC Community Trust (BFCCT)

Registered Charity Number: 1128235 Registered Company number: 06808212

Registered Office: Blackpool FC, Seaside Way, Blackpool FY1 6JJ

Email: office@bfcct.co.uk Phone: 01253 348691 Website: www.bfcct.co.uk

Data Protection Lead contact:

Jack Shields, Head of Operations.

Email: office@bfcct.co.uk

For the purposes of UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, Blackpool FC Community Trust acts as the Data Controller for the personal data described in this policy.

2. Who this Privacy Policy Covers

This policy applies to all individuals who interact with BFCCT, including:

- Participants in programmes and activities
- Staff and employees
- Volunteers, students, interns, or individuals undertaking work placements
- Contractors, consultants, and suppliers
- Job applicants
- Website users and individuals interacting with our digital platforms or communications.

3. Information We Collect

We may collect personal information, including, but not limited to:

- Identity & Contact Information - Name, address, phone, email, date of birth, gender, emergency contacts
- Participation, Employment, and Volunteering Information - Session bookings, attendance records, CVs, qualifications, references, payroll, DBS and barred list checks
- Health & Safeguarding Information - Medical conditions, dietary requirements, allergies, and safeguarding reports
- Financial Information - Bank details, expense claims, fees, payment history
- Digital Interactions - Website analytics, cookies, social media engagement, email engagement, IP addresses, device/browser information
- Other Information - Survey responses, feedback, photographs/videos for programme or promotional purposes

We do not sell your data to any third party.

We take reasonable steps to ensure that the personal information we hold is accurate and kept up to date. Individuals are encouraged to notify us if their personal details change so that we can update our records accordingly.

Where we collect personal data relating to children or vulnerable individuals, additional safeguarding and confidentiality safeguards are applied in accordance with our safeguarding policies.

4. How We Collect Your Information

Directly from you:

- When you sign up for or take part in our programmes or services
- When you apply for a job, volunteer, or submit information online
- When you complete forms, surveys, or contact us

Indirectly:

- From affiliated organisations or funders (only anonymised unless you consent)
- From website analytics and cookies
- From social media interactions and email engagement

5. How We Use Your Data

We use your data for the following purposes:

- Delivering and managing programmes, sessions, and events
- Recruitment, employment, and volunteer management
- Safeguarding and protecting the welfare of participants and staff
- Monitoring, evaluation, and reporting to funders, regulators, and auditors
- Marketing, communications, and promotion (where consented), which may include newsletters, event updates, and promotional information about our programmes.
 - Individuals may withdraw consent or opt out of marketing communications at any time by contacting us or using the unsubscribe options included in communications.
- Managing financial transactions, payroll, and reimbursements
- IT, network security, and fraud prevention
- Legal, regulatory, or contractual compliance

We will only use your personal information for the purposes it was collected for, unless a compatible purpose arises.

6. Lawful Bases for Processing

We only process personal data where we have a lawful basis to do so under UK GDPR, our lawful bases include:

- Consent – where you have given clear consent for us to process your personal data (e.g., marketing, photos/videos). You can withdraw consent at any time.
- Contractual necessity – processing necessary to deliver services, manage employment or volunteer agreements, or process payments.
- Legal obligation – processing required by law or regulation (e.g., safeguarding, HMRC, charity regulations).
- Vital interests – to protect your or someone else’s life in an emergency.
- Public task – processing necessary for the performance of a task carried out in the public interest.
- Legitimate interests – for operational management, safeguarding, fraud prevention, network security, or other organisational purposes not overridden by your rights.

We do not carry out automated decision-making or profiling that produces legal or similarly significant effects on individuals.

7. Sharing Your Data

We may share your personal data with:

- BFCCT staff and authorised volunteers for operational purposes
- Affiliated organisations, including Blackpool FC, where relevant

- Funders, regulators, or auditors for reporting purposes (anonymised unless consented)
- Third-party service providers such as payroll providers, IT system providers, and email or mailing platforms.
- Statutory authorities (police, safeguarding bodies) when legally required
- Professional advisors where necessary for advice or protection of safety

We require all third parties to comply with UK data protection law and only process data according to our instructions.

We do not sell personal data to third parties.

8. Data Retention

We retain personal data only for as long as necessary for the purpose it was collected. Retention periods are determined by legal obligations, safeguarding requirements, regulatory guidance, and operational needs. Once no longer required, data is securely deleted or anonymised. Further information regarding specific retention periods can be requested by contacting us at office@bfcct.co.uk

9. Storage and Security

- Data is stored securely in encrypted systems or secure physical storage.
- Access is restricted to authorised personnel only.
- Staff, volunteers, contractors, and service providers with access to personal data are required to maintain confidentiality and comply with data protection obligations.
- We have procedures to detect, report, and investigate breaches.
- We do not routinely transfer personal data outside the UK. Where international transfers occur, appropriate safeguards required by UK GDPR will be applied.
- In the event of a data breach, we will notify the ICO and affected individuals as required by law.

10. Your Rights

Under UK GDPR, you have the right to:

- Access your data (Subject Access Request)
- Correct inaccurate or incomplete data
- Delete data (right to be forgotten) where applicable
- Restrict processing in certain circumstances
- Object to processing based on legitimate interests
- Withdraw consent where processing is based on consent
- Data portability – receive your data in a structured, machine-readable format

Requests can be made to office@bfcct.co.uk. We will respond to any request to access, correct, erase, or restrict your personal data within one calendar month of receiving your request. If the request is complex or numerous, we may extend this period to three months, but we will let you know within one month and explain why the extension is necessary. We may require proof of identity before any action is taken.

11. Cookies and Digital Platforms

- Our website uses cookies and similar technologies to ensure the site functions correctly, analyse usage, and improve user experience.
- We may collect limited data via social media engagement and email interactions.
- Our website may contain links to third-party websites. We are not responsible for the privacy practices of those websites and encourage users to read their privacy policies.

- You can manage cookies via your browser settings.

12. Updates to This Policy

We may update this policy from time to time. The latest version will always be available on our website.

13. Complaints

If you have concerns about how we use your personal data, please contact us in the first instance at:

office@bfcct.co.uk | 01253 348691

You also have the right to raise a concern with the Information Commissioner's Office (ICO) at any time:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline: 0303 123 1113

Website: <https://www.ico.org.uk>