

LANCING FOOTBALL CLUB

PRIVACY POLICY

Last Updated: 22 August 2026

Lancing Football Club respects your privacy and is committed to protecting your personal information.

This Privacy Policy explains what personal information we collect, why we use it, who we may share it with and the rights you have in relation to your information.

1. WHO WE ARE

For the purposes of UK data-protection law, the organisation responsible for your personal information is:

Lancing Football Club

Culver Road
Lancing
West Sussex
BN15 9AX

Email: LancingFcExec@outlook.com

2. INFORMATION WE MAY COLLECT

Depending upon how you interact with Lancing FC, we may collect:

- Your name.
- Address.
- Email address.
- Telephone number.
- Date of birth.
- Emergency-contact information.
- Membership details.
- Player-registration information.
- Parent or guardian information.
- Football participation records.
- Payment and transaction information.
- Season-ticket information.
- Competition entries.
- Enquiries and correspondence.
- Volunteer or employment information.
- Photographs and video.
- Social-media interactions.
- Website usage information.

- Marketing preferences.
- Medical or accessibility information where necessary.
- Safeguarding information where necessary.
- Disciplinary information.
- CCTV images where CCTV is operated.

3. HOW WE RECEIVE YOUR INFORMATION

We may receive information:

- Directly from you.
- From a parent or guardian.
- Through registration forms.
- Through our website.
- Through ticket or membership purchases.
- Through volunteering or employment applications.
- From The Football Association.
- From Sussex County FA.
- From football leagues and competitions.
- From another club where appropriate.
- Through matchday or Club activities.
- Through safeguarding referrals.
- Through service providers acting on our behalf.

4. WHY WE USE YOUR INFORMATION

We may use personal information to:

- Operate Lancing Football Club.
- Register players.
- Enter teams and players into competitions.
- Administer fixtures and football activities.
- Manage Club membership.
- Sell tickets, season tickets, merchandise and other Club products.
- Process payments.
- Communicate with players, parents, supporters and members.
- Manage volunteers, coaches and officials.
- Respond to enquiries.
- Meet safeguarding responsibilities.
- Protect health and safety.
- Manage injuries and medical emergencies.
- Meet insurance requirements.
- Meet legal and regulatory obligations.
- Deal with complaints and disciplinary issues.
- Improve our services.
- Maintain Club records.
- Publish football news, photographs, results and match reports.
- Promote Club events and activities.

- Send marketing where permitted.

5. OUR LAWFUL BASIS

We will only process personal information where we have an appropriate legal basis.

Depending upon the activity, this may include:

Contract

Where processing is necessary to provide membership, tickets, merchandise or another service.

Legal obligation

Where we are required to retain or provide information by law.

Legitimate interests

Where we have a reasonable and legitimate Club or football purpose and your rights do not override that interest.

Consent

Where you have specifically agreed to a particular use.

Vital interests

Where information needs to be used to protect someone's life.

Special-category information, such as medical information, will only be processed where an additional legal condition permits us to do so.

6. FOOTBALL ADMINISTRATION

Where you participate in organised football, some personal information may need to be shared with:

- The Football Association.
- Sussex County FA.
- Football leagues.
- Competition organisers.
- Match officials.
- Other clubs where reasonably required.

This may be necessary for registration, eligibility, disciplinary, competition, safeguarding and administrative purposes.

7. CHILDREN'S INFORMATION

Lancing FC recognises that children require particular protection.

We aim to collect only information reasonably required for children's participation in Club activities.

Where appropriate, information may be collected from or communicated through a parent or guardian.

The Club will take additional care when publishing images or information about children and will apply safeguarding considerations to online services likely to be accessed by children.

8. SAFEGUARDING

Where safeguarding concerns arise, information may be shared with organisations including:

- Sussex County FA.
- The Football Association.
- West Sussex County Council.
- Police.
- Social-care organisations.
- Other safeguarding authorities.

Information may be shared without consent where this is necessary and lawful to safeguard a child, adult at risk or another person.

9. PHOTOGRAPHS AND VIDEO

Football is a public sporting activity and Lancing FC may take and publish photographs or video from matches, events and Club activities.

Material may appear on:

- The Lancing FC website.
- Matchday programmes.
- Social-media channels.
- Club promotional material.
- News reports.
- Historical Club archives.

Where children are involved, safeguarding requirements will take priority and additional permissions may be obtained where appropriate.

If you have a legitimate safeguarding or privacy concern relating to an image, contact the Club.

10. WEBSITE AND COOKIES

Our website may use cookies and similar technologies.

Cookies may be used to:

- Enable essential website functions.
- Improve website performance.
- Remember user preferences.

- Understand how visitors use the site.
- Support embedded services.
- Measure engagement.

Where consent is legally required for a cookie or similar technology, we will seek that consent.

Some limited-function cookies may be used without consent where permitted by applicable electronic-communications law.

You can also control cookies through your browser settings.

11. THIRD-PARTY SERVICES

We may use third-party providers for services including:

- Website hosting.
- Email.
- Payment processing.
- Ticketing.
- Membership administration.
- Football registration.
- Cloud storage.
- Analytics.
- Communications.
- Social media.
- Professional advice.

These organisations may process personal information for us or, in some circumstances, as separate data controllers.

We expect service providers acting on our behalf to protect personal information appropriately.

12. SOCIAL MEDIA

Lancing FC operates official social-media accounts.

When you interact with us on platforms such as Facebook, Instagram, X, YouTube or other social networks, those services may separately collect and process information according to their own privacy policies.

Lancing FC does not control the privacy practices of independent social-media providers.

13. SHARING YOUR INFORMATION

We will not sell your personal information.

We may share information where necessary with:

- Football governing bodies.
- Leagues.
- Insurers.
- Professional advisers.
- IT providers.
- Payment providers.
- Medical providers.
- Service providers.
- Government bodies.
- Police.
- Local authorities.
- Safeguarding bodies.
- Courts or regulators where required.

We will only share information where there is an appropriate reason for doing so.

14. INTERNATIONAL TRANSFERS

Some technology providers may process information outside the United Kingdom.

Where UK data-protection law requires additional safeguards for such a transfer, we will take reasonable steps to ensure an appropriate transfer mechanism is in place.

15. HOW LONG WE KEEP INFORMATION

We keep information only for as long as reasonably necessary.

Different retention periods may apply depending on whether the information relates to:

- Membership.
- Player registration.
- Financial records.
- Safeguarding.
- Insurance.
- Employment.
- Volunteering.
- Complaints.
- Legal claims.
- Club history or archives.

When personal information is no longer required, it will be securely deleted, anonymised or destroyed where appropriate.

16. KEEPING YOUR INFORMATION SECURE

We take reasonable organisational and technical measures to protect personal information against:

- Unauthorised access.
- Accidental loss.
- Misuse.
- Alteration.
- Disclosure.
- Destruction.

Access to personal information is limited where reasonably possible to people who require it to perform an authorised Club role.

17. YOUR RIGHTS

Depending upon the circumstances, you may have the right to:

- Ask what personal information we hold about you.
- Request a copy of your information.
- Ask us to correct inaccurate information.
- Ask us to delete information.
- Ask us to restrict the way information is used.
- Object to certain uses of your information.
- Request data portability where applicable.
- Withdraw consent where processing is based on consent.
- Challenge certain significant decisions made solely by automated processing, where applicable.

Not every right applies in every situation.

18. MAKING A DATA REQUEST

Requests concerning your personal information should be sent to:

LancingFcExec@outlook.com

Please provide sufficient information to allow us to identify you and understand your request.

We may request evidence of identity where reasonably necessary.

19. DATA-PROTECTION COMPLAINTS

If you believe Lancing FC has handled your personal information incorrectly, please contact us at:

LancingFcExec@outlook.com

We will acknowledge and investigate data-protection complaints in accordance with applicable UK law.

You also have the right to complain to the **Information Commissioner's Office**, the UK's data-protection regulator.

20. CHANGES TO THIS PRIVACY POLICY

We may update this Privacy Policy where:

- Our activities change.
- Our website changes.
- Technology changes.
- Football regulations change.
- Data-protection law changes.
- ICO guidance changes.

The latest version should always be made available through the official Lancing FC website.

21. CONTACT US

For questions about this Privacy Policy or the way Lancing Football Club handles personal information, contact:

Lancing Football Club

Culver Road
Lancing
West Sussex
BN15 9AX

Email: LancingFcExec@outlook.com