

How Your Information Is Used **Privacy notice**



EitC Participant Registration

This document is designed to give you important information about how your information is collected and used by Everton in the Community ("EitC") for the purpose of participating in our projects.

1. Privacy notice

EitC has a number of privacy notices to explain how each service or function operates. Each Privacy notice is for a specific information purpose.

- Tier One – Overarching principles and definitions
- Tier Two – Specific to the information type and purpose

2. How your information is used

We collect your information to register and support you in EitC projects; this includes any special needs or adjustments you require. Most of our projects involve sensitive information such as physical or mental health or disabilities.

Your information is used to run the projects and will only be shared with organisations assisting us with this; this includes Everton Football Club who provide administrative support to EitC.

If your personal information needs to be shared with other third parties, you will be informed of this and given the choice to refuse.

EitC have a Data Protection Officer to uphold your information rights and support our legal obligations to you and our project participants.

3. What personal data do we collect?

- Identifiers, such as name, address, date of birth and a unique reference
- Contact details, such as address, telephone number, email address
- Next of kin / guardian – their name, contact details and relationship
- Sensitive identifiers - ethnicity, sexual orientation (18+ only), religion – with your consent only
- Clinical or health information, including mental health or disabilities
- Education, employment or qualifications – if this is relevant to the project
- Financial information, including bank details
- Photographs / video for publication – this will always be with your explicit consent
- Website tracking information and 'cookies'
- Other

4. Where do we receive information about you from?

- Directly you from
- Other – we may receive referrals into our projects from our project commissioners and delivery partners

5. Who has access to your information?

Information is only accessed when there is an authorised purpose.

- EitC Project staff and volunteers
- EitC administrators
- Fundraising
- Marketing
- Project commissioner (the organisation funding an EitC project)
- Other

6. Who your information may be shared with?

- EitC Project staff and volunteers
- EitC administrators
- Our Commissioners; the organisation(s) who fund our programmes
- Organisations we are delivering the project in partnership with
- Fundraising
- Marketing
- Everton Football Club – who provide administrative support to EitC
- Other

Your information will not be transferred outside the European Economic Area without your consent

7. Is your consent required?

- Yes
- Consent is not required. The processing of your data is necessary for you to enrol on our project

8. Can you opt-out from this use of information?

- Yes – please contact the Project Lead or Data Protection Officer. This may affect your participation in the project.
 - No, the information is anonymised and you are not identifiable within it
 - No, this information use is required by law
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9. What rights to your information do you have?

- View / copies of the information – called subject access

Other rights you have may include:

- Rectify (correct)
- Erase (right to be forgotten)
- Restrict
- Object
- Data portability
- Objections to profiling and automated decision making

The Information is routinely retained for 6 years after the end of the project, in accordance with the Everton Information Retention Policy

Contact the Data Protection Officer to exercise or discuss your rights

10. Additional Use

Your information will also be used for

- Marketing – you can opt out at any time
 - Statistical purposes – monitoring the success of our projects. You will not be identified in statistical reports
 - Equality and Diversity Analysis – this will always be with your explicit consent
 - Other
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11. What to do if you have a complaint or require further information?

General enquiries about how your information is used, or for further Privacy notices, please contact the **Data Protection Officer:**



07966 158 951



Data Protection Officer, Everton Football Club, Goodison Park, Liverpool, L4 4EL



Email address: dataprotectionofficer@evertonfc.com

A definition of terms and more details about your rights is contained with Tier One Privacy Notice available from www.evertonfc.com

12. Who regulates personal data processing?

The Information Commissioner's Office is the UK's independent body set up to uphold information rights.

Further information about their work and the legislation they cover is available from www.ico.org.uk or by contacting them on the helpdesk number 0303 123 1113