Information Update Policy

**Introduction**

Cogenhoe United Football Club is committed to maintaining up-to-date and accurate records for all players. This Information Update Policy ensures that we have current and correct information to support effective communication and player welfare.

**Responsibility for Information Accuracy**

• **Parents/Guardians**: It is the responsibility of the parents or guardians to provide and maintain accurate and up-to-date information about their child.

• **Club Officials**: The club will use the information provided to facilitate effective communication, ensure player safety, and manage club administration.

**Required Information**

To ensure proper management and emergency response, the following information must be provided and updated as needed:

• **Player’s Full Name**: Essential for identification and record-keeping.

• **Date of Birth**: Required for age-related considerations and eligibility.

• **Medical Details**: Including known conditions, allergies, and current medications.

• **Emergency Contact Details**: Names and phone numbers of individuals to be contacted in case of an emergency.

• **GP Contact Information**: Name and phone number of the player’s general practitioner.

**Updating Information**

• **Notification**: Parents/guardians must notify the club of any changes to their child’s personal details, medical information, or emergency contacts as soon as possible.

• **Process**: Updates can be submitted via the club’s online portal, email, or in writing. Please contact the club secretary at [cogenhoeunitedsecretary@outlook.com] to request changes or provide updated information.

**Data Handling**

• **Confidentiality**: All personal information provided will be treated confidentially and stored securely by the club.

• **Access**: Access to personal data is limited to authorized club officials and will be used solely for the purposes of club administration and player management.

• **Security**: The club ensures that data protection measures are in place to protect the information from unauthorized access and misuse.

**Compliance with FA Guidelines**

Cogenhoe United Football Club’s Information Update Policy complies with the FA’s guidelines on data management and safeguarding. We are committed to ensuring that all player information is accurate and up-to-date to support a safe and well-managed club environment.

For further details on how we handle personal data, please refer to our [GDPR Compliance Policy].