



Preston North End Football Club

Employee – GDPR Privacy Notice

Preston North End Football Club (this incorporates the Academy and Preston North End Community & Education Trust) and will be referred to throughout the document as ‘the club’.

Preston North End FC
Employee GDPR Privacy Notice

May 2026

Privacy notice

This notice explains how the club collects and uses information about existing and former employees for employment related purposes.

This notice does not form part of any contract of employment or other contract to provide services. We keep this privacy notice up to date, so if there are any changes to the way in which your personal data is used, this privacy notice will be updated, and we will notify you of the changes.

Contact details

We have appointed a person who has responsibility for our data protection obligations, who can be contacted as follows:

Director, People and Culture

Address: Preston North End First Team Training Ground, Euxton Lane, Euxton, Chorley, PR7 6FA.

Telephone: 01772 693313.

Email address: zoe@pne.com

What is personal data?

Personal data is any information that tells us something about you. This could include but is not limited to, information such as your name, contact details, emergency contact details, date of birth, previous work history, schools and education and employment references.

How do we collect personal data?

We collect personal data about you from various sources including.

- From you when you contact us directly through the application and recruitment process or during your employment.
- From other people when we check references or conduct background checks – if we do this, we will inform you during the recruitment process of the exact checks that are carried out.
- We also collect information about job related activities through the course of your employment with us.

What information do we collect?

We collect the following categories of information about you.

- Personal details such as title, name, address, telephone numbers, personal email address, date of birth, national insurance number, marital status, ethnicity, gender, next of kin, emergency contact details, medical conditions, disability status and medical procedures in case of emergency. (This is collected on an Employee Information Document).
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension, and benefits information.
- Qualifications and certificates.
- Start and end date of employment/engagement.
- Location of employment or workplace.
- Hours of work.
- HMRC tax documentation.
- We will use our electronic recording and case management system called Confide to record allegations of low-level concerns and mental health concerns so that any potential safeguarding risks can be identified at an early stage. This software has been designed to ensure that we have robust systems and processes to support staff but also ensures high levels of security and confidentiality.
- Confide enables our organisation to:
 - Record any allegation or low-level concern in a secure environment.
 - Record a mental health concern in a secure environment.
 - Monitor concerns and identify trends at an early stage.
 - Maintain a comprehensive audit trail.
 - Upload relevant documents and other material.
 - Produce accurate reports on concern data.
 - Maintain a high level of security with restricted access for users.
- If you require further information, this can be found in the low-level concerns and managing staff allegations policies.

Safer recruitment data we collect.

- Identification and verification documents – copies of original documents produced are taken of, passport, driving licence, birth certificate and proof of address.

- References are undertaken for all employees from previous employment history via the information provided on a reference information request form. A minimum of two references including current or most recent employer to include five years working/education history.
- Copy of your driving licence and if we provide you with a company car, or if you need to drive as part of your employment/engagement, and as an ID document, including access to the DVLA website to check updates of driving penalties for insurance purposes.
- Right to work documentation.
- Disclosure and Barring Service (DBS) checks to be conducted, if required and as per the EFL DBS guidance.
- Confirmation of original documentation and/or qualifications.
- A completed application form is held on file and a CV or cover letter or otherwise provided as part of the application process.
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Self Declaration form – all employees who are required to hold an up-to-date DBS check are expected to complete this each year. This will detail any convictions, cautions, reprimands, pending, outstanding or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- Performance information (including appraisals).
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as FOB access records.
- Information about your use of our information, communication systems and induction documentation.
- Information about your health, including any medical condition, health, and sickness records.

How do we use your information?

We use your information for the following purposes.

- To make decisions about your recruitment and appointment.
- To determine the terms on which you work/provide services for us.
- To check you are legally entitled to work in the UK.

- To pay you and to deduct tax and national insurance contributions.
- To provide benefits to you.
- To consult with your pension provider.
- To administer the contract, we have with you.
- For business management and planning purposes, including accounting and auditing.
- To conduct performance reviews, manage performance and determine performance requirements.
- To make decisions about salary reviews and compensation.
- To assess your qualifications for a particular job or task, including decisions about promotions.
- To gather evidence for grievance or disciplinary hearings.
- To make decisions about your continued employment or engagement
- For education, training, and development.
- To deal with legal disputes involving you or other employees, workers, or contractors, including accidents at work,
- To ascertain your fitness for work,
- To manage sickness absence,
- To comply with health and safety obligations,
- To prevent fraud,
- To monitor your use of our information and communication systems to ensure compliance with our IT policies,
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution and controlled access into the stadium and relevant areas where authorisation is required,
- For insurance purposes,
- We will ask to see a copy of the DBS check to ascertain your suitability for your position of work.
- To support employee's wellbeing.

Provision of Information

- All Academy staff and officials (including scouts and volunteers) must ensure that any relevant communications, records, documents, and information – whether held on club provided or personal devices or servers – are provided to the club promptly upon request.
- This is to enable the club, and where applicable the individual staff member, official, scout or volunteer to respond fully and without delay to any request for information from the League or the Board of Directors in accordance with the Youth Development Rules.

Employee Equality Monitoring Survey

As part of the Club's Diversity and Inclusion Strategy, all employees are asked to complete a workforce survey on a bi-annual basis. This survey is a vital tool that helps the Club better understand its workforce, ensuring the right facilities, provisions, and inclusive practices are in place for everyone. The results also help to inform future strategy plans, helping the Club deliver services that are both appropriate and relevant to all staff.

The survey will also help the Club to understand any mental health and well-being related actions that may need to be taken to strive to make the working environment fully inclusive.

A workforce survey will be sent out to all permanent/fixed term and contracted (full time/part time) staff including casual staff, volunteers, and students to complete on a bi-annual basis per department. (Board of Directors, Club staff, academy staff, academy scholars and PNECET staff).

Whilst the information provided is anonymous and will be treated in confidence, the Club is obliged by the FA regulation 'Rule N' to share and publish an aggregated overview.

What is the legal basis that permits us to use your information?

Under data protection legislation, we are only permitted to use your personal data if we have a legal basis for doing so as set out in the data protection legislation. We rely on the following legal bases to use your information for employment related purposes:

- Where we need information to perform the contract, we have entered with you.
- Where we need to comply with a legal obligation.
- 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.

In more limited circumstances we may also rely on the following legal base.

- Where we need to protect your interests (or someone else's interests).

- Where it is needed in the public interest or for official purposes.

Some information is classified as "special" data under data protection legislation. This includes information relating to health and disability. This information is more sensitive, and we need to have further justifications for collecting, storing, and using this type of personal data. There are also additional restrictions on the circumstances in which we are permitted to collect and use criminal conviction data. We may process special categories of personal data and criminal conviction information in the following circumstances:

- In limited circumstances with your explicit consent, in which case we will explain the purpose for which the information will be used at the point where we ask for your consent.
- We will use information about your physical and mental health or disability status to comply with our legal obligations, including to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

What happens if you do not provide information that we request?

We need some of your personal data to perform our contract with you. For example, we need to know your bank details so that we can pay you. We also need some information so that we can comply with our legal obligations. For example, we need information about your health and fitness to work to comply with our health and safety obligations.

Where information is needed for these purposes if you do not provide it, we will not be able to perform our contract with you and may not be able to offer employment or continue with your employment.

How do we share your information?

We share your personal data with our service providers and processors in the following ways:

- With other entities in our group as part of our regular reporting activities on club/company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data.
- Where we use third party services providers who process personal data on our behalf to provide services to us. This includes IT systems providers, IT contractors and payroll providers.
- If we sell any part of our business and/or integrate it with another organisation, your details may be disclosed to our advisers and to prospective purchasers or joint venture partners and their advisers. If this occurs, the new owners of the business will only be permitted to use your information in the same or similar way as set out in this privacy notice.

Where we share your personal data with our service providers and processors, we ensure that we have appropriate measures in place to safeguard your personal data and to ensure that it is solely used for legitimate purposes in line with this privacy notice.

We also share your personal data with.

- Insurance providers, pension providers, medical insurance providers, life assurance providers, vehicle leasing providers and vehicle licence checking providers.

These providers are controllers of your personal data and will have their own privacy notices on how they use your personal information, which we will have no control or say over. We recommend you contact them for details regarding your personal data use.

We will also share your personal data where required to.

- We will share your personal data with regulators, including Office of National Statistics, where we are required to do so to comply with our regulatory obligations.
- We will share your personal data with third parties where we are required to do so by law. For example, we are required to provide tax-related information to HMRC.

How do we keep your information secure?

Your personal data is stored on secure computer networks and in locked cabinets. There are security measures in place to secure this data, including firewalls, virus-checking, security updates, encryption and password protection, regular back-ups, and secure removal before disposing of old computers and anti-spyware tools.

We will ensure access to personal data is restricted to employees working within the club on a need-to-know basis. Training will be provided to any employees working within the club who need access to your personal data to ensure it is always secured.

When do we transfer your information overseas?

We do not currently transfer any data outside of the UK.

For how long do we keep your information?

Generally, we keep your personal data for the duration of your employment and for a period of six years after the year in which your employment ends. However, where we have statutory obligations to keep personal data for a longer period or where we may need your information for a longer period in case of a legal claim, then the retention period may be longer.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we

process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker, or contractor of the company we will retain and securely destroy your personal information in accordance with our data retention policy.

Your duty to inform us of changes.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us, including but not limited to any changes in your physical or mental health.

Your rights in relation to your information.

You have several rights in relation to your personal data, these include the right to.

- Be informed about how we use your personal data.
- Obtain access to your personal data that we hold.
- Request that your personal data is corrected if you believe it is incorrect, incomplete, or inaccurate.
- Request that we erase your personal data in the following circumstances:
 - If we are continuing to process personal data beyond the period when it is necessary to do so for the purpose for which it was originally collected.
 - If we are relying on consent as the legal basis for processing and you withdraw consent.
 - If we are relying on legitimate interest as the legal basis for processing and you object to this processing and there is no overriding compelling ground which enables us to continue with the processing.
 - If the personal data has been processed unlawfully (i.e., in breach of the requirements of the data protection legislation).
 - If it is necessary to delete the personal data to comply with a legal obligation.
- Ask us to restrict our data processing activities where you consider that.
 - Personal data is inaccurate.
 - Our processing of your personal data is unlawful.
 - Where we no longer need the personal data, but you require us to keep it to enable you to establish, exercise or defend a legal claim.

- Where you have raised an objection to our use of your personal data.
- request a copy of certain personal data that you have provided to us in a commonly used electronic format. This right relates to personal data that you have provided to us that we need to take steps to enter a contract with you and personal data where we are relying on consent to process your personal data.
- object to our processing of your personal data where we are relying on legitimate interests or exercise of a public interest task to make the processing lawful. If you raise an objection, we will conduct an assessment to determine whether we have an overriding legitimate ground which entitles us to continue to process your personal data.
- not be subject to automated decisions which produce legal effects, or which could have a similarly significant effect on you.

If you would like to exercise any of your rights or find out more, please contact Director, People and Culture.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Complaints

If you have any complaints about the way we use your personal data please contact Director, People and Culture who will try to resolve the issue. If we cannot resolve your complaint, you have the right to complain to the data protection authority in your country (the Information Commissioner in the UK).

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Monitoring and Review

Effective date	October 2022
Approved by	Board of Directors Preston North End Football Club
Approved by	Chief Executive Officer Preston North End Community and Education Trust

Reviewed date	May 2026
Next Review date	March 2027