

Privacy Notice

Organisation	Next Generation Pro Football Academy Ltd	Trading name	NGPFA
Version	1.0	Effective date	21 July 2026
Policy owner	Board of Directors / Academy Director	Next review	21 July 2027
Status	Public	Contact	academy@ngpfa.com

At a glance

This notice explains how NGPFA collects, uses, shares and protects personal information. It covers players, prospective players, parents and guardians, students, staff, coaches, job applicants, partners and website visitors.

1. Who we are

Next Generation Pro Football Academy Ltd, trading as NGPFA, is the organisation responsible for deciding how and why personal information is used for the activities described in this notice. In data protection law, this means we are a controller.

Registered office: 65 Gales Drive, Crawley, United Kingdom, RH10 1QA.

Privacy enquiries and data protection complaints: academy@ngpfa.com. Telephone: +44 7375 357123.

2. Who this notice covers

- Players, prospective players and programme participants.
- Parents, guardians, emergency contacts and family representatives.
- Students and learners associated with partner schools and colleges.
- Employees, coaches, tutors, contractors, volunteers and job applicants.
- Representatives of schools, colleges, clubs, governing bodies, suppliers and other partners.
- People who contact us, use our forms, visit our website or interact with NGPFA online.

3. Personal information we may collect

- **Identity and contact information:** name, date of birth, address, telephone number, email address, nationality and identification details where needed.
- **Parent, guardian and emergency information:** names, contact details, relationship to the participant and consent records.
- **Football and education information:** playing position, football history, performance and development information, school or college, qualifications, attendance, progress and pathway interests.
- **Health and support information:** medical conditions, injuries, allergies, medication, disability, accessibility or support needs and emergency-care information.
- **Travel information:** passport, visa, accommodation, travel, insurance and emergency information where needed for tours or overseas camps.

- **Media information:** photographs, video, audio, interviews, performance footage and records of media consent.
- **Equality and demographic information:** information supplied voluntarily for inclusion, monitoring or support purposes.
- **Recruitment and workforce information:** application details, employment history, references, qualifications, identity and right-to-work evidence, DBS and suitability information, training records and professional conduct information.
- **Financial and transaction information:** payment, invoice or funding information where relevant. Card details should be handled by an approved payment provider rather than stored by NGPFA.
- **Communications and records:** emails, forms, messages, consent choices, complaints, safeguarding reports and notes of relevant conversations.
- **Technical information:** IP address, device and browser information, security logs, cookie choices and website usage information collected by our website or technology providers.

4. How we obtain information

We usually receive information directly from the individual, or from a parent or guardian. We may also receive relevant information from partner schools and colleges, authorised football or education partners, referees, governing bodies, website and IT providers, or public and statutory agencies where this is lawful and necessary.

A young person aged 15 or over may begin an online application, but must provide parent or guardian details and NGPFA will obtain appropriate parental involvement or authorisation. Applications for anyone under 15 must be submitted by a parent or guardian.

5. Why we use information and our lawful bases

Purpose	Information used	Main lawful basis
Answering enquiries and assessing applications	Identity, contact, parent/guardian, football and education information	Steps requested before entering an arrangement; legitimate interests in administering NGPFA programmes.
Delivering programmes and participant support	Contact, attendance, performance, education, emergency and support information	Contract or steps connected with an arrangement; legitimate interests; legal obligations where applicable.
Protecting children and adults at risk	Contact, incident, welfare, conduct, health and safeguarding information	Legal obligation; vital interests; legitimate interests; substantial public interest conditions under data protection law where applicable.
Managing health, accessibility and emergencies	Health, disability, allergy, injury and emergency information	Explicit consent where appropriate; vital interests in an emergency; legal or substantial public interest conditions where applicable.
Photography, filming and publicity	Images, video, audio and consent records	Consent. For children, parent or guardian consent is required, alongside the young person's wishes where appropriate.
Seeking football or education opportunities	Profile, performance, education, media and contact information	The individual's or parent/guardian's specific permission; steps requested by the individual; legitimate interests where appropriate.
Tours, travel and overseas camps	Identity, passport, visa, medical, emergency and travel information	Contract or steps requested; legal obligations; vital interests; explicit consent for relevant special-category information.
Recruitment, safer recruitment and workforce management	Application, reference, qualification, DBS, right-to-work, training and conduct information	Steps before a contract; contract; legal obligation; legitimate interests in safe and effective recruitment.

Purpose	Information used	Main lawful basis
Website operation, security and improvement	Technical, security, form and cookie information	Legitimate interests in operating a secure and effective website; consent where required for non-essential cookies or similar technologies.
Sending future programme, trial or opportunity information	Name, contact details and communication preferences	Consent for electronic promotional communications. Consent may be withdrawn at any time.
Legal, insurance, governance and complaint handling	Relevant records, communications, incidents and transaction information	Legal obligation; legitimate interests in establishing, exercising or defending legal rights and handling complaints.

Where we rely on legitimate interests, we consider whether the use is necessary and balanced against the rights and reasonable expectations of the person concerned. Where consent is our basis, it can be withdrawn at any time, although withdrawal does not make earlier use unlawful.

6. Special-category and criminal-offence information

Health, disability, racial or ethnic origin, religious belief and certain other information receive additional protection. We collect only what is relevant and use an appropriate condition under data protection law, such as explicit consent, vital interests, safeguarding, employment obligations or another substantial public interest condition. Criminal-offence and DBS information is handled only where authorised by law and restricted to people who need it for safer recruitment or safeguarding.

7. Sharing information

Access within NGPFA is limited to directors and authorised personnel who need the information. We may share relevant information with:

- Partner schools and colleges, including their Designated Safeguarding Leads, where needed to deliver a programme or protect welfare.
- Website, hosting, encrypted storage, IT support, form, communication and security providers acting under appropriate instructions.
- Coaches, tutors, medical professionals, insurers, professional advisers, travel, accommodation and activity providers where needed for delivery or safety.
- Football clubs, scouts, colleges, scholarship providers or international partners only where the participant or parent/guardian has asked us to pursue an opportunity or otherwise given appropriate permission.
- Surrey County FA, The Football Association, local authorities, the police, DBS and other statutory or regulatory bodies when required for safeguarding, safer recruitment, legal compliance or the prevention of harm or crime.
- A purchaser, successor or professional adviser if the company undergoes a genuine organisational transaction, subject to lawful safeguards.

We do not sell personal information.

8. International use and transfers

NGPFA may organise overseas tours and summer camps. Necessary information may be shared with travel, accommodation, insurance, medical or delivery partners in the destination country. We will explain the proposed sharing, limit it to what is needed and use appropriate contractual, consent and data protection safeguards.

Some website, cloud or communication providers may process information outside the United Kingdom. Where this occurs, we will use a lawful transfer mechanism and additional safeguards where required. The website provider must maintain an accurate record of its hosting, subprocessors and international transfers.

9. Retention

Record type	Typical retention period or criterion
General enquiries	Normally 12 months after the final response.
Applications that do not proceed	Normally 12 months after the decision, unless a shorter period is requested or a longer period is justified.
Participant and programme records	For the period of participation and normally 6 years afterwards, subject to partner, insurance, legal and safeguarding requirements.
Medical and emergency information	For the period it is operationally needed, then securely deleted unless required for an incident, safeguarding matter, insurance or legal claim.
Financial and tax records	Normally 6 years after the relevant accounting period, or longer where the law requires.
Unsuccessful job applications	Normally 6 months after the recruitment decision, unless the applicant agrees to a longer talent-pool period.
Staff and contractor records	During the working relationship and normally 6 years afterwards, with certain safeguarding, pension, tax or legal records kept longer where required.
Media consent records	For as long as the related material is in use and for a reasonable period afterwards to evidence the permission given.
Photographs and video	Reviewed periodically and retained only while there is a continuing, fair and lawful purpose. Material will not always be removable from historic publications or third-party platforms.
Safeguarding records	According to the relevant partner institution, statutory agency, FA/County FA, insurance and legal retention requirements. They are not routinely destroyed merely because participation ends.
Website technical and cookie information	According to the duration stated in Cookie Settings and the website provider's security and backup schedule.

10. Security

NGPFA uses encrypted cloud storage and access controls. Information is limited to authorised users, and sensitive material should not be sent through ordinary public forms where a secure route is available. Providers are expected to use appropriate technical and organisational security, confidentiality, backup and deletion measures. No system is completely risk-free, but we review risks and act on suspected breaches.

11. Your rights

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

- be informed about how your information is used;
- request access to your personal information;
- ask for inaccurate or incomplete information to be corrected;
- ask for information to be erased in certain circumstances;
- ask us to restrict how information is used;
- object to processing based on legitimate interests and object at any time to direct marketing;
- receive certain information in a portable format;
- withdraw consent where consent is the lawful basis; and
- ask for safeguards or human review where a significant decision is made solely by automated means. NGPFA does not currently make solely automated decisions with legal or similarly significant effects.

To exercise a right, email academy@ngpfa.com. We may need proportionate information to confirm identity or authority. Rights are not absolute and lawful exemptions may apply.

12. Data protection complaints

A complaint about the use of personal information can be made by emailing academy@ngpfa.com. Please state that it is a data protection complaint and explain what happened and the outcome sought.

NGPFA will acknowledge a data protection complaint within 30 days, make appropriate enquiries, keep the complainant informed where necessary and communicate the outcome without undue delay.

A person who remains dissatisfied may complain to the Information Commissioner's Office. The ICO can be contacted through its website at ico.org.uk or by telephone on 0303 123 1113.

13. Children's privacy

Children merit particular protection. We use age-appropriate language where practical, collect only what is needed and involve a parent or guardian in applications and consent decisions. A child's views will be considered according to age and understanding. Parental consent does not override a safeguarding duty or justify use that is unfair to the child.

14. Changes to this notice

We may update this notice when our activities, providers or legal responsibilities change. The current version will be published on the website with its effective date. Material changes may also be brought directly to the attention of affected people.

Approval and review

Approved by	Board of Directors
Approval / effective date	21 July 2026
Next scheduled review	21 July 2027