

## TERMS OF USE FOR THE MYCLUB PORTAL

### INTRODUCTION

1. MyClub is a software programme, controlled by the Football Association of Wales (FAW), that assists Clubs and Leagues with the registration of individuals to play football under the governance of the FAW.
2. Access to MyClub is restricted to those who have been elected to act as a designated Club user of MyClub.
3. The MyClub Portal contains personal data belonging to a significant number of individuals. The FAW is committed to ensuring that it complies with data protection law and principles and that personal data will be used lawfully, fairly and in a transparent way. Personal data accessed on the MyClub portal will be:-
  - accessed only for valid purposes that have been explained to those individuals and not used in any way that is incompatible with those purposes;
  - relevant to the purposes that we have told those individuals about and limited only to those purposes;
  - kept accurate and up to date;
  - kept only as long as necessary for the purposes that we have told the individuals about;
  - kept securely.
4. As any authorised user of MyClub Portal, you confirm that you will comply with the data protection principles as outlined in paragraph 3 above at all times and with the FAW's terms of use as detailed below.

### USER NAME AND PASSWORD

5. Once your application to be a MyClub portal authorised user has been confirmed the FAW will provide you with a user name and password. The user name and password must be used to access the MyClub Portal. You are not entitled to access the MyClub Portal with a user name and password other than the one that has been allocated to you by the FAW.
6. You must keep the username and password safe and secure and you must not reveal that username and password to any other individual without the prior written authority of the FAW or as you may be directed to do so by the FAW.

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7. You must not collect or seek to collect any personal data other than that which is strictly necessary to ensure that players are registered and eligible to participate in Official Matches.
8. It is a strict term of usage of the MyClub portal that you will not allow any other individual or organisation access to the MyClub Portal via your user name or password.

9. You must inform the FAW immediately upon you ceasing to be a person authorised to access the MyClub Portal.
10. You will, if you become aware, or suspect, that a breach of the personal data held on the MyClub Portal has occurred, report this immediately to the FAW Compliance Department and assist in any investigation into that breach as may be required.
11. By signing this form you confirm and acknowledge that should you fail to comply with any of the terms of use your access to the MyClub Portal will be removed immediately and that the FAW may, if it considers it appropriate, commence disciplinary proceedings against you in accordance with the provisions of Section E of the FAW Rules.
12. Please note, the information you have provided will be held by the FAW in accordance with our Privacy Policy. This can be found at <http://www.faw.cymru/en/about-faw/privacy-policy/>. By submitting this application, you confirm that you have read and understood this Privacy Policy.

Club Name .....

Name of League  
club participates in .....

Name of Authorised User  
(IN BLOCK CAPITALS) .....

Date of Birth .....

Signed .....

Telephone number .....

Contact email address  
(Please print clearly) .....

Date .....