



Cumberland Football Association Limited

Application Form

All sections must be completed. If necessary, use a continuation sheet. You may also attach a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. The Cumberland Football Association Limited is an Equal Opportunities Employer.

Position applied for Designated Safeguarding Officer (DSO) – PART TIME

Personal Details

Please complete in block capitals

First Names Surname

Mr/Ms/Mrs or preferred title Date of birth / /

Address

Post Code NI Number

Tel. No.Home Work

Mobile Email

Do you hold a full current driving licence? (yes or no)

Qualifications and Training

Starting with the most recent, please give details of your education, qualifications and training relevant to the application. Please include start and end dates for all courses, the name of the relevant institution, the course or qualification studied, along with the grade or classification achieved where applicable.

Dates	Details of School/College/Institution	Course or Qualification	Grade

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Please attach a continuation sheet if required

Employment History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid work. Please include start and end dates for all positions held, the name of employer, nature of business, job title and brief details of your responsibilities. Also include salary and benefits package.

<i>Dates</i>	<i>Employers name/nature of business</i>	<i>Job title and responsibilities</i>	<i>Salary/Benefits</i>

Please attach a continuation sheet if required.

Please use this space, to outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies, through your leisure activities, which you think are relevant to the job for which you are applying, and which you believe make you suitable for the position . Please indicate the extent to which you believe your skills, abilities and/or experience meet the job requirements (as outlined in the information given in the advertisement, or in other ways such as through a job description or person specification). You may attach a continuation sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their skills and experience. The box is currently blank.

Other Information

Do you require a work permit or are there any restrictions on your ability to work in the UK? (yes or no)

If yes, please give further details

If your application is successful, what period of notice would you be required to give your current employer?

The Cumberland Football Association Limited is aware of its obligations, under the Disability Discrimination Act 1995, to carry out reasonable adjustments where needed for job applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

How many days absence from work have you have had in the last two years (excluding authorised holidays).

How many of the above day's absence were due to ill health?

Please give details of any illness which, during the last 2 years, has caused you to be absent from work for 10 or more consecutive days or more than 20 days in any 12 month period.

(These details will be confirmed with your present employer or educational establishment.)

Have you ever been convicted of a criminal offence (apart from spent convictions under the Rehabilitation of Offenders Act 1974)? (yes or no)

Are there any outstanding charges against you? (yes or no)

If the answer to either or both of these questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

References

Please give the name and address of two referees. These should be your two most recent employers, including your present employer where applicable, or a relevant academic principal. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made.

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Relationship to you		

Can references now be taken up with your first referee? yes or no

Can references now be taken up with your second referee? yes or no

I agree that any offer of employment with Cumberland Football Association Limited is subject to satisfactory references and a DBS check (where applicable). I give my consent to the storage of personal data contained within this form and the ethnic monitoring form. I confirm that the information supplied by me on this form is complete, accurate and not misleading:

Signature:

Date:

Please return completed application form marked 'Private and Confidential' to:

**Cumberland Football Association, Units 3 & 4, Tithe House, Station Street, Cockermouth,
CA13 9QW or e-mail it to Daniel.Key@cumberlandfa.com**

**The CFA is committed to safeguarding children, young people and adults at risk.
All eligible roles are subject to a DBS check**

As an equal opportunities employer the CFA welcome applications from all parts of the community.

BS/ May 22



CUMBERLAND FOOTBALL ASSOCIATION LIMITED EQUALITY POLICY

As the governing body of the game, within its boundaries, the Cumberland Football Association is responsible for setting standards and values to apply throughout the game at every level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it.

The aim of this policy is to ensure that everyone is treated fairly and with respect and that the Cumberland FA is equally accessible to them all.

The Cumberland FA's commitment is to confront and eliminate discrimination whether by reason of gender, age, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

The Cumberland FA, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, age, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The Cumberland FA is committed to promoting equality by treating everyone fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community.

The Cumberland FA will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The Cumberland FA will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Cumberland FA is committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within football.

The Cumberland FA is committed to a policy of equal treatment of all members and requires all members to abide by and adhere to these policies and the requirements of the relevant equalities legislation - Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts.

The Cumberland FA commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

This policy is fully supported by the Board of the Cumberland FA and the Chief Executive is responsible for the implementation of this policy. Equality will form part of the CEO's update on the agenda at all Board meetings when there is a relevant issue to discuss.



**Cumberland Football Association Limited
Equality Monitoring Form
Strictly Confidential**

We are keen to ensure that we are more representative of the wider community. We ask for details of gender, age, ethnicity, and disability status for equal opportunities monitoring purposes. This is recommended by the codes of practice published by the Equality and Human Rights Commission to eliminate discrimination and promote equality. In this regard this information will be used to monitor the impact of our action plans to increase diversity within the County. This is extremely helpful and enables us to keep confidential and anonymous records of the people who officiate in our national sport. By doing this we can spot any inequalities and work with local communities to encourage more people to get involved in football. However, we totally respect your privacy and whilst it would be really helpful if you completed all sections of our audit, it is not compulsory.

Gender: Please indicate if you are Male Female Do not wish to disclose

Age: Under 18 18–30 31–40 41–50 51–60 61–65 Over 65
Do not wish to disclose

Ethnic Background

Please choose one category from A to E and then please mark 'X' in the appropriate box to indicate your ethnic background

White		Mixed		Asian or Asian British	
English		White & black Caribbean		British Indian	
British		White & black African		Indian	
Irish		White & Asian		British Pakistani	
Scottish		Mixed background		Pakistani	
Welsh				British Bangladeshi	
White European				Bangladeshi	
White Non-European					
Other					

Black or Black British		Chinese or Other Ethnic Group	
British Caribbean		British Chinese	
Caribbean		Chinese	
British African			
African		Other background	

Do not wish to disclose

Disability

Do you consider yourself to be a disabled person? Yes No Do not wish to disclose

If you have indicated yes please mark 'X' in all the boxes that apply to you:

Visual Impairment		Mental health issues	
Hearing Impairment		Learning disability/difficulty	
Physical Impairment			

Thank you for completing this monitoring form and assisting us in actively promoting equal opportunities



Cumberland FA Privacy Notice

Cumberland County Football Association Limited ("we", "our", "us") takes your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. As the organisation who is responsible for, and controls the processing of your personal data, we are the data controller, and sometimes also the data processor, and will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

1. Information we may collect from you

Personal data means any information about an individual from which that individual can be identified.

We may collect, use, store and transfer some personal data of our participants and their parents or guardians, and other members. The data we collect from participants may include:

- Name, date of birth and gender.
- Contact information, such as home address, email address and telephone numbers.
- We may hold some health data or other special category data of some of our participants or members for the purposes of their health, wellbeing and welfare and, safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil our responsibilities and a participant fails to provide that data, we may not be able honour or administer their participation in football.

2. How is your personal data collected?

A participant may give us their personal data by filling in forms or by corresponding with us by post, phone, email, in person, via our website or otherwise. This will typically be provided by a participant's club by inputting participant details into Whole Game System. Other participants, such as referees, may input their own data into Whole Game System

3. How the FA uses personal data

We will use personal information only for the purposes for which we have been provided such with such information.

The reason we need participants' and members' personal data is to be able to manage the County FA, administer leagues and support football clubs; to administer memberships; to deal with sanctions. Our lawful basis for processing personal is that we have a contractual obligation to individuals as participants or members to provide the services of a county football association.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
to respond to your enquiry;	Contractual
to administer the relevant competition/League;	Contractual
to send information to you;	Contractual
to fulfil any contract that we may enter into with you;	Contractual
for research purposes;	Legitimate interest. The County FA has a legitimate reason to try and improve its service and the provision of football within the county and therefore may need to ask why you no longer play/referee, how could improve your experience, FA Grassroots survey etc
to send marketing information to you in accordance with the provisions set out below; or	Consent – we will only send direct marketing if the individual is an existing member, participant or other user of the site and the individual has not previously objected to this marketing, or, has actively provided your consent.
to publish your views or comments on this Site, any other website operated by us or our subsidiaries or in other media.	Consent – we will only publish views or comments if the individual is an existing member, participant or other user of the site and the individual has not previously objected to this marketing, or, has actively provided your consent.
sending out county football association information and updates	Performance of a contract
sharing data with coaches, to run educational courses, training sessions or enter events	Performance of a contract
sharing data with leagues, other clubs, county associations and other competition providers for entry in events	Performance of a contract
sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	The County FA has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the County FA, participants and its members.
publishing match and league results	Contractual
publishing goalscorers, photos etc	Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. in the case of children, only with written consent of parent/guardian

Publishing club and league contact details in any correspondence, handbook and/or App

For the purpose of administering leagues and clubs, along with county competitions. This data is deleted each season and renewed with your annual consent

Direct Marketing: We would like to send you marketing information, by post, e-mail, or SMS. In addition, selected third parties (including the FA, FA Partners as shown on the Site, and other commercial partners) would like to send you marketing information, by post, e-mail, or SMS. We will only do this if you have given your consent to your personal data being used in this way (either when you submit your details to us or at a later stage). You can update your marketing preferences by e-mailing info@CumberlandFA.com or alternatively write to the Data Protection Officer at the address below.

4. Sharing your personal data

A club enters participant and / or member details onto Whole Game System which is administered by the FA. Referees will also add their details onto Whole Game System. We pass information to the FA for affiliation and other reporting purposes.

We may share your personal data with our affiliates, suppliers and sub-contractors. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We only permit third parties to process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties if we are under a duty to comply with any legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

5. International Transfers

Some of our suppliers or third parties may process our personal data outside the European Economic Area (EEA) such as our website and email providers. We review the data protection terms of these suppliers to ensure that your personal data will only be transferred out of the EEA, if sufficient appropriate safeguards are in place.

6. Protection of your personal data

We are committed to protecting your privacy and have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. However, the nature of the Internet is such that the data may in some circumstances flow over networks without full security measures and could be accessible to unauthorised persons.

7. Data Retention

We keep personal data on our participants, members and other website users while they are signed up to the County FA or any of our website services. We will delete this data 2 months after an individual has ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

8. Cookies

When you visit our website, the website, we may collect, process and use information about you which may not personally identify you but which may be helpful for improving the operation of the website. Such information may be collected through "traffic data" and may entail the use of "cookies", "IP Addresses" or other numeric codes used to identify your computer. You can delete cookies or configure your computer to reject them, although this may disable the website's ability to manage individual sessions.

9. Third Party Links

This website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave this website and to read the privacy statements applicable on those sites. This privacy policy does not apply to information collected on third parties' sites.

10. Your Rights

All data subjects have the right to:

- **Request access** to your personal data
- **Request rectification** of the personal data that we hold about you.
- **Request erasure** of your personal data where there is no good reason for us continuing to process it.
- **Object to processing** of your personal data for direct marketing, or where we are processing on the grounds of a legitimate interest of that interest is overridden by your rights and freedoms.
- **Request restriction of processing** of your personal data while we establish the data's accuracy, or verify an overriding interest to object to processing; where our use of the data has been unlawful but you do not want us to erase it; where you need us to hold the data to establish, exercise or defend legal claims.
- **Request the transfer** of your personal data to you or to a third party in a structured, commonly used, machine-readable format.
- **Withdraw consent at any time** where we are relying on consent to process your personal data.
- **Complain** at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

11. Contact Us

If you have any queries about this Privacy Policy, wish to stop direct marketing by the FA, its subsidiaries or third parties or you wish to access or update your information please email Ben.Snowdon@CumberlandFA.com or write to Ben Snowdon, Cumberland FA, Units 3 & 4 Tithe House, Station Street, Cockermouth, Cumbria, CA13 9QW.