

DRHC Privacy Policy

Deeside Ramblers Hockey Club (DRHC or the Club) is committed to protecting and respecting your privacy. This policy explains how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection and what your rights are.

For the purposes of data protection, Deeside Ramblers Hockey Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

How we collect your personal data:

1. Directly from you when you complete a membership form, when you provide information at an event or online including via the Club website, or by corresponding with us by phone, email or otherwise. This includes information you provide when you register with the Club, participate in activities at the club, subscribe to our news emails, or participate in discussion boards on our website.
2. From someone else who has applied for membership on your behalf (for example a family member or coach who has provided us with your contact details for that purpose).
3. From a Governing Body e.g. England Hockey, County or Regional association, umpire or other official organisation where details are passed to us in connection with a complaint or query concerning a member of the Club.

The types of information we collect:

We collect 'membership data' about you which can include:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- references and other information included as part of the application process for membership;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- records of your attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings;
- details of next of kin, family members, coaches and emergency contacts;
- details regarding events/matches/games attended and performance;
- any disciplinary and grievance information.

We may also collect, store and use the following 'special category data' of more sensitive personal information regarding you which can include:

- information about your health, including any medical condition, health and sickness records, medical records and health professional information;
- Disclosure and Barring Service information and criminal record checks as appropriate, for those individuals who work with young or vulnerable adults.

In relation to the special category data that we process we do so on the basis that:

- the processing is necessary for reasons of substantial public interest, on a lawful basis;

- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in respect of our use of your expertise or services; or
- based on your explicit consent.

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches to allow the safe running of matches and training sessions. We will need your explicit consent to process this data, which we will ask for at the point of collecting it.

In respect of 'children's data' (defined as members under-18) we collect information on the basis that parental consent has been given through the membership application process and because this information is necessary as part of their membership of the club.

Why we need your personal data

The reason we need your 'membership data' is to be able to administer your membership and provide the membership services you are signing up to when you register with the Club.

Reasons we need to process your data include:

For engaging in sporting activities at the club including training, matches and competition entry

- sharing personal data with club coaches or officials to administer training sessions, matches, courses or programmes;
- sharing personal data with club team managers, coaches or officials to enter leagues or competitions or to arrange trips and matches including transportation to and from an event;
- sharing personal data with facility providers to manage access to the Club facilities;
- sharing personal data with England Hockey, leagues, county associations and other competition providers for entry in leagues or tournaments.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority or Sport England;
- analysing anonymised data to monitor club trends; and
- sending club surveys to improve your experience as a club member.

For membership and club management purposes

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter/emails promoting club activities;
- publishing match and competition results;
- address member queries and complaints;
- health and safety requirements;
- to gather evidence for possible grievance or disciplinary hearings;
- to comply with our safeguarding requirements.

We may share data with England Hockey (and they may share it with others), but only for the effective administration and management of hockey and only under the terms of England Hockey's Framework Agreement for Data Processing and Transfer, a copy of which can be obtained from the Club Chairman or Hon. Secretary.

Email Communications

We use regular email bulletins to keep our members informed about news and events which may be of interest to you as a member of the Club and in order to administer your membership, for example subscription renewal notices, social events, AGM or EGM notifications.

Our email communication is sent out from a dedicated club email address and your email address is securely stored by the Executive Committee member responsible for Communication. You can opt out of these communications at any time by using the unsubscribe link in the email or by emailing deesideramblershockeyclub1@gmail.com.

Non-member information and social media

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event). This information will be stored for a maximum of 3 months after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has Facebook and Twitter social media pages. All members are free to join these pages. If you join one of the social media pages, please note that providers of the social media platform(s) have their own privacy policies and that the Club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the Club social media pages.

Who we share your personal data with

The Club does not share any personal data it holds with any other third party except as set out in this policy. We will not use your personal data to support third-party marketing or fund raising activities without your consent. The Club does not, in the normal course of business, store or transfer your personal data outside of the UK. Where for the operational running of the club a transfer of your personal data overseas is required it is with the appropriate safeguards in place to ensure the security of that personal data.

Membership direct debit/standing order transactions are managed by the Membership Secretary. A direct debit/standing order will only be set up based on a signed authority from you and using information supplied by you explicitly for that purpose.

We are also required to provide England Hockey with details of our membership as part of the Affiliation process. Any information supplied is general, is aggregated, and is NOT associated with a player name. The exception to this is personal details of Committee members and role holders who give their consent as part of accepting their position of responsibility.

Hockey players are registered on Fixtures Live for the purposes of administering coaching and playing of Hockey at the Club. You can set your own privacy settings directly via your own Fixtures Live login.

The Club is also accredited under ClubMark and this requires us to provide information usually on an aggregated and anonymised basis. However, for Committee members, Officers of the Club, coaches and those involved in player development at all ages personal details are required as part of the accreditation process. Such information is provided within a password protected section of the England Hockey website and we will obtain individual consent to providing such information either as part of the membership application process or on appointment.

Security of your personal data

Personal data is held in the club's computer system and/or manual filing system. Paper copies are only retained for the time it takes us to transfer the information to a secure computer environment. Documents once computerised are then shredded. Computer files of personal information are password protected and the transfer of information between users of the information is also password protected.

Information is regularly backed-up and held in a secure external storage.

Disclosure of your personal data will never be made unless we are required by law to make such a transfer and in those circumstances we will always inform you that such a request has been made and will be complied with.

How long we hold your personal data for

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid Club membership and for a maximum period of six years after your last interaction with us.

Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we may hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification of, or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

Contact

If you have any concerns about the way the Club collects or uses your personal data, we request that you contact the Club in the first instance deesideramblershockeyclub1@gmail.com. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Please note:

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership and this may limit your ability to partake in training, matches, or social events run by the Club.

Last updated: 17 January 2019