**Livingston & West Lothian Hockey Club**

**Data Privacy Policy**

**1. About this Policy**

1.1 This policy explains when and why we collect personal information about our Members and how we use it, how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you or you provide data to our Club.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://livingstonwlhc1985.clubbuzz.co.uk> regularly for any amendments.

1.4 We will always endeavour to comply with the General Data Protection Regulations (GDPR) when dealing with your personal data, in particular ensuring that our Club comply with relevant legislations and our policies reflect best practise wherever possible. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)) For the purpose of the GDPR, we will be the “controller” of all personal data we hold about you.

**2. What Information we collect and why**

|  |  |  |
| --- | --- | --- |
| **Type of Information** | **Purposes** | **Legal basis of processing** |
| **Members name, address, telephone numbers, email addresses** | **Managing the Members membership of the Club****Creating and managing the Club’s online membership directory****Keeping Members informed of general information concerning the Club****Verify the identity of Members** | **For the purposes of our legitimate interests in operating the Club****We will seek the Members consent on their membership application and each membership renewal form****The Member may withdraw their consent at any time by contacting us by email or letter to tell us that they no longer wish their details to appear in the membership directory** |
| **Emergency contact details** | **Contacting the next of kin in the event of an emergency** | **Protecting the Members vital interests and those of their dependants**  |
| **Date of Birth / Age related information** | **Managing membership categories which are age related****Ensuring staff to child ratios are maintained** | **Performing the Club’s contract with the Member****Providing data to Governing Bodies Scottish Hockey** |
| **Gender** | **Provision of adequate facilities for Members** | **For the purposes of our legitimate interest in making sure that we can provide sufficient and suitable facilities for each gender** |
| **Photos and video’s of Members** | **Putting on the Club’s website and social media pages.** | **We will seek the Members consent on their membership application form and each renewal form****The Member may withdraw their consent at any time by email or letter**  |
| **Bank account details of the Member making payment to the Club** | **Managing the Members and their dependants membership of the Club** | **Performing the Clubs contract with the Member** |
| **Medical Condition** | **To ensure the correct level of care is available should this be required** | **Secure paperwork****Access control to data** |

Where a Member is under 18 we may collect data on the child and parent(s) / legal guardian(s) in accordance with the above policy to ensure that we have the appropriate data for the child’s safe participation.

**3. How we protect your personal data**

3.1 We have implemented generally accepted standards of technology and security in order to protect personal data from loss, misuse or unauthorised alternation or destruction.

3.2 We will notify you promptly in the event that we become aware of any breach of your personal data.

**4. Who else had access to the information you provide us**

4.1 We will never sell your personal data. We will not share your personal data with anyone without your prior consent except where required to do so by law or as set out in the table above or paragraph.

**5. How long do we keep your information**

5.1 We will hold your personal data for as long as you are a Member of our Club.

5.2 We securely destroy all information once we have used it and no longer need it.

**6. Your rights**

6.1 Your rights under the GDPR to:

1) To access your personal data.

2) To be provided with information about how your personal data is processed.

3) To have your personal data corrected.

4) To have your personal data erased in certain circumstances.

5) To object or restrict how your personal data is processed.

6) To withdraw your consent at any time.

6.2 You have the right to take any complaints about how we process your data to the Information Commissioner [www.ico.org/concerns](http://www.ico.org/concerns)

6.3 For more details, please address any questions, comments and requests regarding our data processing practices to Michelle Robb (cpolivinwesthockey@gmail.com)