



Cannock Community Hockey Club Limited Privacy Notice

Cannock Community Hockey Club Limited (the Club) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Cannock Community Hockey Club Limited is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletters, email feeds, participate in discussion boards on our website or via social media platforms. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the England Hockey affiliated Club(s) with which you are registered and gender. We may also ask for relevant health information, to assist you in the event of a first aid emergency, which is classed as special category personal data.

Why we need your personal data

The reason we need your personal 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. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include;

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions
- sharing personal data with club team managers to enter events
- sharing personal data with facility providers to manage access to the pitch or check delivery standards
- sharing personal data with England Hockey, hockey leagues, county associations (and county schools' associations), Performance Centres and other competition providers for entry in events

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Sport England
- analysing anonymised data to governing bodies to monitor club trends
- sending an annual club survey to improve your experience as a club member

For membership and club management

- 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 promoting club activity
- publishing of game and competition results including match reports
- organising meetings e.g. Annual General Meetings

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose(s) of emergency first aid and passing health data to coaches to allow the safe running of training sessions and games. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

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/trial event. This information will be stored for 8 weeks 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 the following social media pages using Facebook, WhatsApp, Twitter and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider 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 supply any personal data it holds for the purposes of marketing to any other third party. The Club will supply personal data to its playing kit supplier for the purpose of correctly fulfilling your order for services. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Member data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with the Club's retention policy.

Your data is not processed for any further purposes other than those detailed in this policy. Your data is held by Club officials to allow the safe and effective running of training sessions and games. Your data will be held securely by Club officials and on the Club's Data Management System operated by ClubBuzz Club Management Systems.

We will not transfer your personal data outside the EU without your consent. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Where you are transmitting information to us over the internet, e.g. via email, this can never be guaranteed to be 100% secure. For any payments which we take from you online we will use a recognised online secure payment system. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk

Your rights regarding your personal data

As a data subject you have the right at any time to request access to, rectification 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.

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.

Complaints

You have the right to take any complaints about how we process your personal data to the;

Information Commissioner:
<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Club Secretary.