



Privacy Policy Notice

For: REDLAND LADIES HOCKEY CLUB

REDLAND LADIES HOCKEY CLUB (“Redland Ladies Hockey Club”, “we”, “us”) is committed to protecting your privacy. At all times we aim to respect any personal information you share with us, or that we receive from others, and keep it safe.

This Privacy Policy Notice (“Notice”) sets out our data processing practices and your rights and options regarding the ways in which your personal information is used and collected.

This Notice contains important information about your personal rights to privacy. Please read it carefully to understand how we use your personal information.

Please note that this notice applies to our players, coaches, parents and all club members, and at times may refer to types of information only relevant to one or other of those groups.

The provision of your personal information to us is voluntary. However, without providing us with your personal information, your interaction with us may be impaired. For example a player needs to provide standard registration information to be insured against accidental injury whilst playing.

Introduction

As from 25th May 2018 it is mandatory by law for sports clubs to publish its policy for GDPR (General Data Protection Regulation). This notice document sets out such policy for Redland Ladies Hockey Club.

1. We collect personal information about you:

- a. When you give it to us directly for example, personal information that you give us when you communicate with us by email, phone or letter, or registration form.

2. What personal information do we use? We may collect, store and otherwise process the following kinds of personal information:

- a. Your name and contact details including postal address, telephone number, email address, emergency contact details;
- b. Your date of birth and gender;
- c. Details of your qualifications/experience/interest in committee roles or coaching and umpiring;
- d. Disclosure and Barring Service(DBS)
- e. Photograph/transport consent;
- f. Medical information and consent for medical assistance for juniors on behalf of parents/carers.

3. How and why will we use your personal information?

Your personal information, however provided to us, will be used for the purposes specified in this Notice. In particular, we may use your personal information:

- a. To register you on our Redland Ladies Hockey Club membership database;
- b. To assist you with certification schemes, such as Coaching, Umpiring, First Aid and Safeguarding training;
- c. To answer your questions/requests and communicate with you in general;
- d. To run/administer the activities of Redland Ladies Hockey Club in an effective manner;
- e. To use your emergency contact details in the advent of an emergency or accident.

4. Lawful bases

The GDPR requires us to rely on one or more lawful bases to use your personal information. We consider the grounds listed below to be relevant:

- a. Where you have provided your consent for us to use your personal information in a certain way (for example, we may ask for your consent to use your personal information to send you email newsletters, or to collect special categories of your personal information.

- b. Where necessary so that we can comply with a legal obligation to which we are subject (for example, were we obliged to share your personal information with regulatory bodies which govern our work and services).
- c. Where it is in your/someone else's vital interests (for example, in case of medical emergency suffered by a player).
- d. Where there is a legitimate interest in us doing so.

The GDPR allows us to collect and process your personal information if it is reasonably necessary to achieve our or others' legitimate interests (as long as that processing is fair, balanced and does not unduly impact your rights as an individual).

In broad terms, our "legitimate interests" means the interests of keeping young people safe, as well as running Redland Ladies Hockey Club as a Hockey Club and ensuring the best possible service for our clients.

When we process your personal information to achieve such legitimate interests, we consider and balance any potential impact on you (both positive and negative), and on your rights under data protection laws. We will not use your personal information for activities where our interests are overridden by the impact on you, for example where use would be excessively intrusive (unless, for instance, we are otherwise required or permitted to by law).

6. Children's personal information

When we process children's personal information, we will not do so without their consent or, where required, the consent of a parent/guardian. We will always have in place appropriate safeguards to ensure that children's personal information is handled with due care and in conjunction with our Safeguarding and Protecting Young People in Hockey Policy. This policy is published on the club website.

7. How long do we keep your personal information?

In general, unless still required in connection with the purpose(s) for which it was collected and/or processed, we remove your personal information from our records 5 years after the date it was collected. However, if before that date (i) your personal information is no longer required in connection with such purpose(s), (ii) we are no longer lawfully entitled to process it or (iii) you validly exercise your right of erasure (please see Section 10 below), we will remove it from our records at the relevant time.

If you request to receive no further contact from us, we may keep some basic information about you on our suppression list in order to comply with your request and avoid sending you unwanted materials in the future.

8. Will we share your personal information?

We do not share your personal information to third parties for marketing purposes. However, in general we may disclose your personal information to selected third parties in order to achieve the purposes set out in this Notice. Where information is shared, only the minimum amount of information required for that purpose will be disclosed.

These parties may include (but are not limited to):

- a. Healthcare professionals;
- b. National Governing Body (England Hockey);
- c. Other services (Avon Junior Hockey League, Wesport)

9. Security/storage of and access to your personal information

Redland Ladies Hockey Club is committed to keeping your personal information safe and secure and we have appropriate security policies and organisational and technical measures in place to help protect your information. Your personal information is only accessible by appropriately trained volunteers and stored on secure databases which have features to prevent unauthorised access.

10. Exercising your Rights

Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time. This includes the right to ask us to stop using your personal information for marketing purposes or to unsubscribe from our email list at any time. You also have the following rights:

Right of access – you can write to us to ask for confirmation of what personal information we hold on you and to request a copy of that personal information. Provided we are satisfied that you are entitled to see the personal information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exemptions that apply.

Right of erasure – at your request we will delete your personal information from our records as far as we are required to do so. In many cases we would propose to suppress further communications with you, rather than delete it.

Right of rectification - if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated. You can also ask us to check the personal information we hold about you if you are unsure whether it is accurate/up to date.

Right to restrict processing – you have the right to ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate usage.

Right to object – you have the right to object to processing where we are using your information for statistical purposes.

11. Changes to this Notice

We may update this Notice from time to time. We will notify you of significant changes by contacting you directly where reasonably possible for us to do so and by placing an update notice on our website. This Notice was last updated on 21st May 2018.

12. Links and third parties

We rarely link our website or emails directly to other sites. This Notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit via links on our website.

13. How to contact us

Please let us know if you have any questions or concerns about this Notice or about the way in which Redland Ladies Hockey Club process your personal information by contacting us at the club email address below.

Please ask for/mark messages for the attention of the Secretary/Membership Secretary.

Email: redlandhockey@gmail.com