



Truro Hockey Club – Juniors Privacy Notice

We at Truro Junior HC want to make sure all the personal details we hold about you are safe and secure. We have put together this note to tell players and their parents how we do this and what to do if you have any questions or want to see the information we have collected. In legal terms we are a **data controller** which means we have control over how your details are used and who we pass them on to.

We have appointed an individual called a “**Senior Information Risk Owner (SIRO)**” to make sure that we are being careful with your information. Our SIRO is Tony Roberts. If you have any questions he can be contacted on 01872 240388 or by e-mail at histedroberts@talktalk.net.

1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

We might collect the following **personal details** about you before or during your time as a member, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your date of birth;
- your gender;
- your school;
- records that tell us when you were at our training sessions or competitions;
- records of any competition results;
- videos and photos of you;
- records of whether you play at a county/national level;
- details of family members or other people we might need to contact in case of an emergency;
- any disciplinary information or details of any issues you have us or we have with you.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also hold and use what is called “**special information**”. In particular we record information about you;

- ethnicity (which part of the world you or your family members are originally from),
- health (any injuries or illnesses you may suffer from and the name of your doctor).

The table below tells you how we use this **special information**. The special information is marked with a ** symbol. We will only use this information if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- when we have a duty of care towards you;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

In the table below we refer to these as the “**special reasons**”.

3. WHERE DO WE GET THIS INFORMATION FROM?

We collect personal information about you when parents complete the club's Registration or Continuing Membership Forms or send us information by e-mail (for example when asking to go on our waiting list).

4. HOW DO WE USE YOUR INFORMATION?

What do we use your information for?	What type of information do we use?	What reason do we have to use it
To make sure your membership with us runs smoothly and we can provide the very best service for you.	All contact and membership details	We need all this information to make sure we do a good job in managing your membership with us.
To tell you when you have been selected to play in a competition and to keep records relating to the competition (e.g. scorers and any cards shown by umpires)	All contact and membership details	We need all this information to make sure you have opportunities to develop as a player
To keep records of your attendance at training	Name, date of birth	To monitor the numbers attending each training session and to help us select teams fairly.
To provide you with playing kit you have ordered from us.	Contact details.	We need all this information to make sure you get the kit you have ordered.
To send you information which we think you might like such as details about competitions and events we are running, hockey coaching courses, offers and discounts for match tickets and any updates on things related to <i>hockey</i>	Contact details.	We need all this information to make sure we do a good job in managing your membership with us.
To help you if you have a question or you are not happy with something we have done.	Contact details and copies of e-mails received from your family	It is in our interests to make sure we deal with any issues you have quickly.
We will keep all of your details on our files.	All of your personal details.	It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to. If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above.
To promote the sport, our events and membership packages.	Any photos or videos of you.	Only where you have told us you are happy to use our photos.

<p>To nominate you for trials with the County Hockey Association</p>	<p>Name, date of birth, gender</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p> <p><i>Note: this will only be done with your consent</i></p>
<p>We might use details about your health (including any injuries or disability) to make sure you are playing in a safe environment and to ensure you are well enough to participate. We may also need this information if you are injured and we have to provide first aid or arrange for further medical assessment.</p>	<p>Contact details and details about your health **.</p>	<p>We will only use this 'special information', on the basis of one of the 'special reasons' we talked about above.</p> <p>Team managers and coaches are provided with this information to assist them if they need to provide first aid or arrange for further medical assistance.</p>
<p>To put together all the information we need in case there are any disciplinary or other issues with your membership.</p>	<p>All of your personal details**.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport.</p> <p>If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>
<p>To make sure we are fairly offering opportunities to everyone.</p>	<p>Name, gender, ethnicity **, details about your health**</p>	<p>It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from.</p> <p>England Hockey sometimes ask us to provide them with ethnicity data. This data is provided in such a way that your name will not be identified.</p> <p>If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>

5. HOW CAN YOU STOP US FROM CONTACTING YOU?

Sometimes we may wish to contact you by email, post or text message to tell you about things we think you might like. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time by letting us know us at Tony Roberts (histedroberts@talktalk.net).



6. WHO ELSE MAY USE YOUR DETAILS?

We may send your details to others to help us run our organisation. These are:

- **To any regional or governing body:** If there is a disciplinary or safeguarding issue we may have to provide West Hockey Association or England Hockey with your data. If you play in an England Hockey Junior Competition or the In2Hockey finals we are required to provide the Competition Managers with match report forms that include your name and date of birth.
- **The Government or our regulators:** where the law tells us to do so or to help them with any investigations.
- **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

7. ARE YOUR DETAILS SAFE?

We have security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

All 'data controllers' based in the European Union and the UK are subject to laws that make sure your personal details are kept safe. We do not share your personal details with anyone outside of the UK and the European Union. We do not share your data with anyone outside the club unless we have your consent or a legal duty to do so (for example, if you were injured the team manager may have to call an ambulance for you).

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 2 years after you last get in touch with us.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting us at training or by e-mail histedroberts@talktalk.net.

9. WHAT ARE YOUR RIGHTS?

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to);
- to stop using your details in a certain way;
- to send your details to you or another organisation (eg. to Cornwall Hockey Association)

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which mean we need to hold on to certain information and other times the rights may not apply at all. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>.

DON'T FORGET, If you have any questions or are unhappy about something, please contact us at histedroberts@talktalk.net.

10. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

11. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of our team using histedroberts@talktalk.net.

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