



Privacy Policy

1. About this Policy

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

1.2 We may collect, use and store personal data, as described in this Data Privacy Policy and as described when we collect data from members.

1.3 We reserve the right to amend this Privacy Policy from time to time without prior notice. If the change is material to the way we process the data then we will inform you prior to the change. The latest version of this Privacy Policy will always be available on our website (www.havanthockeyclub.org.uk). You will be requested to confirm that you accept the latest policy on renewal of your membership .

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with 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 members.

2. Who are we?

2.1 We are Havant Hockey Club and can be contacted, by email, at administration@havanthockeyclub.org.uk and by post at:

Havant Hockey Club
Havant Park Clubhouse
Havant
PO9 1HH



3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	<p>Managing membership & the running of the Club</p> <p>Publication of membership directory, officer roles and contact details.</p>	<p>Managing membership & the running of the Club</p> <ul style="list-style-type: none"> We will also seek the Member's consent on their membership application form and each membership renewal form.
Parent / guardian details for members under the age of 18	Safeguarding & welfare requirements.	<p>Managing membership & the running of the Club</p> <p>We will only hold the details of Junior members with the express permission of the parent / guardian.</p>
School / college	To liaise with feeder schools / colleges on membership growth	Managing membership & the running of the Club
Emergency contact details	Contacting next of kin in the event of injury / emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Allocation of players to correct squads and age-related competitions.	Managing membership & the running of the Club
Gender	Provision of adequate facilities for members. Including gender specific requirements	Managing membership & the running of the Club
Limited medical information	Player welfare at matches / training etc	To ensure Club acts responsibly for player welfare in the event of injury



Course attendee details – Contact details and limited medical information	To help organise course and manage any incidents.	To ensure good management of any Club organised community activities – and to ensure rapid communications or emergency actions in case of incidents.
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4. How we protect your personal data

4.1 We will not transfer your personal data outside the UK without your consent.

4.2 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.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data.

5.2 We will not share your personal data except where required to do so by law

5.3 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to payment processors). However, we will disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. .

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations.



6.2 We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

7. Your rights

7.1 Members may withdraw their consent for the processing of their personal data at any time by contacting us by email or letter to tell us they no longer wish their details to appear in the Membership Directory.

7.2 You have rights under the GDPR:

1. (a) to access your personal data
2. (b) to be provided with information about how your personal data is processed
3. (c) to have your personal data corrected
4. (d) to have your personal data erased in certain circumstances
5. (e) to object to or restrict how your personal data is processed
6. (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.3 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

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

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

Tel: 0303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to the Club's Data Protection Officer at dataprotectionofficer@havanthockeyclub.org.uk or by letter to the Club address above.