

# Privacy Policy

## Introduction

Under Data Protection Laws, individuals have a right to be informed about how the club uses personal data that we hold about them. We comply with this right by providing a privacy notice to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who are members of the Letchworth Rink Hockey Club (LRHC).

We, LRHC, are the 'data controller' for the purposes of Data Protection Law. Our Data Protection Officer is Andrew Allen.

## The personal data we hold

The club will only hold the following personal information on players:

- Name
- Date of birth
- Address
- Contact details (phone number & email address)
- NRHA card with photo
- Photo permission (for tournaments and use on club website or other club advertising)
- Medical information where needed

## Why we use this data

To be a member of LRHC, and to actively engage in our teams we need to hold basic contact information.

- A date of birth is necessary in order to place individuals in the correct teams and leagues.
- Contact details are required for notifications of events and tournaments in which a player will be participating.
- A photo is required for a player's NRHA identification card.
- Medical information is necessary in the event of an injury during training or tournaments.
- Emergency contact details for the parents/guardian in the event of an injury during training or tournaments that is responsible for each child at all time off rink.

**Teamwork Respect Enjoyment Discipline Sportsmanship**

### **Our lawful basis for using this data**

We only collect the minimum amount of information necessary to operate the club in an effective way. The majority of the information we hold will be under that of legitimate interest basis for the club to operate.

Occasionally, we may optionally use some information in marketing materials, where you have given us consent to do so.

### **How we store this data**

It will be stored in the club cloud based storage facility, which is password protected. Only club officials will have access to this information. This information will be shared with the ECRHA and NRHA for the purposes of organising teams and tournaments and checking insurance cover, but will not be passed to other clubs or organisations without a player's permission. Team lists of names and NRHA cards will be made available to match officials for the duration of any games and tournaments. Email addresses will be used for the club officials to contact players and parents.

In addition, where applicable, copies of ID documents will be held by the club Safeguarding officer for use with DBS applications. This information will be shared with the safeguarding officer of ECRHA and Atlantic Data (the company processing the DBS applications). All copies of documents will be held until receipt of the DBS certificate, and will be destroyed within 3 months of the certificate arriving or of the person leaving the club, whichever is the sooner.

Personal information will be deleted from club records within 6 months of a player leaving the club.

### **Your rights**

As an individual on whom we hold personal data, you have rights in relation to that data and its use. This privacy notice informs and confirms to you those rights. You have as a data subject, the right

- To access any data which we hold for you
- To amend your personal data if it is inaccurate or not complete
- To have your data deleted if there is no legitimate reason for its continued storage or processing
- To object to your data being processed and restrict the processing of your data in certain circumstances
- To make a complaint about the processing of your data and LRHC as data controllers to the Information Commissioner's office, details of which are at the end of this notice.

If you have given your consent to the use of your personal data, you can withdraw it at any time.

In order to see the data we hold about you, you must make a Subject Access Request and submit this to the Data Protection Office. There is no charge for this request, and the club will provide the data within 30 days of the submission.

Please be aware that if you exercise your rights to withdraw, restrict or delete data, this may affect your eligibility to take part in matches. LRHC reserve the right to remove individuals from competitions should insufficient data make it unsafe for the individual to participate.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF