



# Tiverton White Eagles Hockey Club

## PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member, vice president or associate of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the Tiverton White Eagles Hockey Club.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Secretary has overall responsibility for data protection compliance in our Club. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

### 1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

As a member, vice president or associate with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- any credit/debit card and other payment details you provide of the financial transactions with you;
- images in video and/or photographic form;
- details of next of kin, family members and emergency contacts;

### 2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your health, including any medical condition and allergies.

In relation to the special category personal data that we process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is based on your explicit consent.

In the table below we refer to this as the "special category reasons for processing of your personal data".

### 3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member or associate of the club.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "**Your rights in relation to personal information**" section below.



#### 4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
<b>To administer any membership you have with us and managing our relationship with you.</b>	All contact and membership details, transaction and payment information.	This is necessary to enable us to properly manage and administer your membership with us.
<b>To send you information such as newsletters, club events, club notifications, information regarding important changes and England Hockey information.</b>	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership with us.
<b>To answer your queries or complaints</b>	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
<b>Retention of records</b>	All the personal information we collect.	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<b>For the purposes of promoting the club, our events and membership.</b>	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
<b>To administer your attendance at any courses or programmes you sign up to</b>	All contact and membership details, transaction and payment data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.
<b>To arrange for any trip or transportation to and from an event</b>	Details of next of kin, family members and emergency contacts, health and medical information.	<p>This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in</p>



		section 2 above.
<b>To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety.</b>	Health and medical information	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
<b>To comply with legal obligations, for example, regarding people working with children to comply with our safeguarding requirements</b>	Information about your DBS check	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

## 5. DIRECT MARKETING

We will use your personal data to send you updates (by email, text message or post) with information about the club we believe you may be interested in.

We have a legitimate interest in using your personal data for marketing purposes (see above '**Uses made of the information**'). This means we do not need your consent to send you marketing information. If we change our marketing approach in the future so that consent is needed, we will ask for this separately and clearly.

We may ask you to confirm or update your marketing preferences, or if there are changes in the law, regulation, or the structure of the club.

For more information on your right to object at any time to your personal data being used for marketing purposes, see '**Your rights**' below.

## 6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **To any governing bodies or regional bodies for the sport covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- **Committee Officers:** Chairperson, Secretary, Treasurer, Fixture Secretary, Captains and Vice-Captains



#### 7. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, special club events. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 10 years after your last contact with us or the end of your membership or association.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can contact us by using the details set out in the "**Contacting us**" section below.

#### 8. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances; and
- the right to object to the processing of your personal information.

#### 9. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

#### 10. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email the Club Secretary [secretary-twehc@hotmail.com](mailto:secretary-twehc@hotmail.com).