



# Privacy Policy

## Whitchurch(Shropshire) HC



### 1. About this Policy

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

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you or you provide data to our systems.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.whitchurchockeyclub.com](http://www.whitchurchockeyclub.com) regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always endeavour to comply with the General Data Protection Regulation (GDPR) when dealing with your personal data, in particular ensuring that our systems comply with relevant legislations and our policies reflect best practice wherever possible. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

2.1 We are Whitchurch Hockey Club Ltd. We can be contacted at Edgeley Park Edgeley Rd, Whitchurch, Shropshire, SY13 1EU. Whitchurch Rugby & Hockey Club Ltd, is the parent company of Whitchurch Hockey Club.

### 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)	Managing the Member's membership of the Club  Creating and managing the Club's online Membership directory  Keeping members informed of general information concerning the Club  To send invoices for membership and coaching renewals  Verifying the identity of members	For the purposes of our legitimate interests in operating the Club  We will seek the Member's consent on their membership application form and each membership renewal form.  The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership directory.



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The names and ages of the Member's dependants	Managing the Member's and their dependants' membership and coaching at the Club	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency  Making coaching team aware of medical conditions	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related  Ensuring staff to child ratios are maintained	Performing the Club's contract with the Member  Providing data to governing bodies such as OFSTED
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.
Photos and videos of members	Putting on the Club's website and social media pages. For identification purposes on membership cards	We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member
Medial conditions	To ensure the correct level of care is available should this be required	Secure paperwork  Access control to data

Where a member is under 18 we may collect data on both the child and parent(s) / legal guardian(s) in accordance with the above policy to ensure that we have the appropriate data for the child's safe participation.

#### **4. How we protect your personal data**

4.1 We will not transfer your personal data outside the EU without your consent and ensure that our contractors have policies in place to reflect this.



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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 information is transmitted over the internet it can never be guaranteed to be 100% secure; however we will work with our IT contractors to use up to date and robust systems.

4.4 We will notify you promptly in the event that we become aware of any breach of your personal data. We will ensure that our contractors agree to work with us to ensure they also follow this policy.

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

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph.

5.2 As set out above, we work with a number of contractors and software systems to help us to manage our club processes (such as subscription collection and manage our legal requirements). Our contracts and our relationships with these contractors will reflect the comments set out in this document.

### **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. We will review your personal data on a regular basis 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 where we are required to retain your data in archived form in order to be able to comply with legal obligations.

6.2 We securely destroy all financial information once we have used it and no longer need it.

### **7. Your rights**

7.1 You have rights under the GDPR: (a) to access your personal data (b) to be provided with information about how your personal data is processed (c) to have your personal data corrected (d) to have your personal data erased in certain circumstances (e) to object to or restrict how your personal data is processed (f) to have your personal data transferred to yourself or to another business in certain circumstances (g) to withdraw your consent at any time.



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7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113  
Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

7.3 For more details, please address any questions, comments and requests regarding our data processing practices to our chairman ([chairman@whitchurchhockeyclub.com](mailto:chairman@whitchurchhockeyclub.com)).