



Kirkby Lonsdale Hockey Club Data Privacy Policy

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, coaches and officials, 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 your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

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 Club website regularly for any amendments (but amendments will not be made retrospectively.)

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

2. Who are we?

2.1 We are Kirkby Lonsdale Hockey Club. We can be contacted via our website ;www.klhc.co.uk

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. Managing the duty roster. Providing opportunity to play competitive fixtures. Informing the membership of club events and activity.	As a data controller. For the purposes of our legitimate interests in operating the Club and promoting hockey.
For Junior members, the names of the Member's parents or guardians, their telephone numbers, addresses and email address(es).	Managing the Junior Member's membership of the Club. Providing opportunity for the junior member to participate in practice, competitive and other games. Emergency contact details Contacting next of kin in the event of emergency.	As a data controller. For the purposes of our legitimate interests in operating the Club. Protecting the welfare of the junior Members.
For Junior members, the name and telephone number of an additional emergency contact person.	To contact a nominated adult in the event of emergency and the failure to contact the named parent.	Protecting the welfare of the junior members.
Date of birth / age related information	Managing membership categories which are age related.	Registering the participant in age related competitions.
Gender	Managing club membership	Maintaining club membership

	fees and team related opportunities	details. Registering the participant in age and gender related competitions.
Essential medical information	In the case of a medical emergency to be able to take appropriate action based upon known potential risks.	To protect the welfare of the member.
For Junior members, the names of the Member's parents or guardians, their email address(es). For senior team members the captains and /or team managers name and email address and telephone number.	To enable junior members to enter the England Hockey player pathway system initially through the Cumbria Hockey Development group. To provide a contact point for North West Hockey leagues through entry on the website and fixtures live arranged as a fixtures and results facility to allow competitive league and cup games to be recorded.	England Hockey operate the site. EH is the national body and acts as a data controller. Personal information will be entered on this site by a parent themselves on behalf of their child. North West Hockey and their subsidiary leagues control their own data. Adult team managers will input their own data as a point of contact for these leagues .
Team photos, coaching videos .	Team photos are taken to celebrate successes. Occasionally we may video a training session to help assist coaching.	To protect the welfare of the member. To support personal development of the players. To record team achievements in the club archive.
Coaches, team managers and club officials' name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club. Providing clear access to club officials and representatives.	For the purposes of our legitimate interests in ensuring that we can contact those performing volunteer roles in the club and provide details to members.
Names, ages, NI numbers, tel numbers and email addresses of others performing service roles at the club	To ensure good running and maintenance of the club, the clubhouse, and its facilities.	For the purposes of employment, tax, NI and legal obligations.

4. How we protect your personal data

4.1 We will not transfer your personal data to other parties 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.

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

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

5.1 Your data is managed at the club by the designated data administrators. Members' names, contact details, age and vital medical information is shared with the relevant team coach and team manager.

5.2 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 .

6. How long will we keep your data?

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 entitled to process it.

6.3 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 or defence of legal claim.

6.4 If you cease to be a member and there is no legal reason to keep your personal data it will only be retained for a period of 30 months from the date provided.

6.5 Coaching videos will not be retained beyond the end of the season. Team photos may be retained in perpetuity to record and celebrate the achievements of league and cup winning teams.

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 another club in certain circumstances.

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/> Tel. 0303 123 1113.

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

For more details, please address any questions, comments and requests regarding our data processing practices to our membership controller . Julie Pickard; juliepickard005@gmail.com.