



## Privacy Policy

### 1. About this Policy

The EU General Data Protection Regulation (GDPR) which is enforceable from 25th May 2018, provides new rights to individuals and requires organisations to provide information about their processing of personal data in a clear and transparent way. 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.

When we refer to “we”, “us” or “our” in this statement we mean Grimsby Hockey Club. We may collect, use and store personal data, as described in this Privacy Policy and as described when we collect data from members. Under GDPR, we will be the “data controller” for all personal data we hold about members. 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.

You will be requested to confirm that you accept the latest policy on renewal of your membership.

Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)).

### 2. Who we are

We are Grimsby Hockey Club, an amateur sports club.

### 3. How we use your personal data

We may use your personal data for the following purposes:

Type of Information	Processing	Legal Basis for Processing
Member's name, address, telephone numbers, e-mail address, social media contact details.	Managing membership and the running of the Club Publication of club officer roles and contact details	Managing membership and the running of the Club. We will also seek the Member's consent on their membership application and renewal forms
Parent / guardian details for members under the age of 18	Safeguarding and welfare requirements	Managing membership and the running of the Club We will only hold the details of Junior members with the express permission of the parent / guardian
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 and the running of the Club
Gender	Provision of adequate facilities for members including gender specific requirements	Managing membership and the running of the Club
Limited medical information	Player welfare at matches / training sessions and any other club events.	To ensure Club acts responsibly for player welfare in the event of injury
Occupation (optional)	As we are a club run by volunteers we may occasionally contact members with relevant skills/experience for advice/assistance	Managing membership and the running of the Club

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

We take the protection of your personal data very seriously and we take appropriate steps to ensure your personal data is stored in a secure environment to prevent any unauthorised access. We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction. We may use external data service providers to process personal data on our behalf. When we do so, we have appropriate agreements in place to protect the data. Any data transfers between external service providers and Grimsby Hockey Club are conducted by secure means.

#### **5. Sharing of your personal data**

We may pass your personal data to third parties who are service providers, agents and or subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to payment processors or for hockey league regulations). However, we will disclose only the personal data that is necessary for the third party to deliver the service and we will have a contract or agreement in place that requires them to keep your information secure and not to use it for their own purposes. Outside of the provisions above we will not share your personal data except where required to do so by law.

#### **6. How long do we store your personal data for**

We will hold your personal data 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 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 where we will retain your personal data in an archived form 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 regarding your personal data

You have several rights under data protection law, which have been strengthened under the General Data Protection Regulation (GDPR):

- Access: You have the right to access the personal data we may hold about you and the purposes for which we are using it. We may ask for proof of your identity. On receipt of such a request we will endeavour to respond to you as soon as possible, at most within one calendar month.
- Rectification: You have the right to request that we amend any personal data which is incorrect or requires updating.
- Erasure: You have the right to request that we delete any personal information pertaining to you. We will assess any deletion request on a case by case basis and will endeavour to respond to you as soon as possible, at most within one calendar month.

If you would like to exercise any of these rights, please use the following contact details:

Email: [grimsbyhc@gmail.com](mailto:grimsbyhc@gmail.com)

If you are concerned about the way we have collected and used your personal data, please contact us using the contact details above – we will do our best to help. If you are unhappy with the way in which we have handled your personal data, you have the right to contact the Information Commissioner's Office, the details for which can be found below.

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

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF Telephone: 0303 123 1113.