

# Luton Town Hockey Club

## Club Policy Document

# PRIVACY STATEMENT



Data protection



This Privacy Statement explains how Luton Town Hockey Club uses and keeps your personal information confidential. Luton Town Hockey Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Luton Town Hockey Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

## Why we need your personal data

The reason we need your Personal Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

References to **we**, **our** or **us** in this privacy notice are in reference to Luton Town Hockey Club.

### 1. Personal data we may collect from you:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers
- date of birth
- gender
- details of next of kin, family members and emergency contacts

### 2. Personal data we may collect from you:

- Information about your race or ethnicity, religious beliefs or sexual orientation



- Information about your health, including any medical conditions and health professional information.

## 2. Personal data we may collect from you:

### For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions
- sharing personal data with club captains or team captains to enter competitions
- sharing personal data with facility providers to manage access to the pitch and changing facilities
- sharing personal data with leagues, county associations and England Hockey and other competition providers for entry into events

### For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding
- analysing anonymised data to monitor club trends
- sending surveys and collecting responses to improve your experience as a club member

### For membership and club management

- processing of membership forms and payments
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events
- club newsletter promoting club activity



- publishing of match and competition results

### **Marketing and communications (where separate consent is provided)**

- sending information about promotions and offers from any sponsors;
- sending information about selling club kit, merchandise or fundraising.
- Any special category health data we hold on you is only processed for the purposes of passing health data to coaches to allow the safe running of training sessions or passing to team captains/managers to ensure safety at matches/competitions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.
- On occasion we may collect personal data from non-members e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event or a non-member undertaking a trial period with the club. This information will be stored for 52 weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.
- The club has Facebook and Twitter social media pages. All members are free to join these pages. If you join one of the Social Media pages, please note that the providers of the social media platforms have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### **Who we share your personal data with**

- Any parties approved by you.



- Your data will be shared with National, Regional and Local Hockey League Associations and Umpiring Associations as appropriate and any other governing bodies for Hockey as appropriate.
- In order to communicate effectively with Club Members we use mailchimp to send emails and monitor responses to these and in order to achieve this limited personal data is shared with this provider.
- The club uses Pitchero as a website, for availability and selection and as a communication tool and it may be used for collecting payments, for example of annual subscriptions. As an England Hockey Partner Pitchero has changed its systems to ensure that it is GDPR compliant. Club members are requested to sign up to Pitchero and should read the Pitchero Privacy Policy for details of how your data is used.
- Another platform that the Club uses that is an England Hockey partner is SportLomo. This is used by England Hockey to administer Championship Competitions. If a club member is involved in these competitions limited data may be shared with SportLomo. Please see the SportLomo Privacy Policy for details of the data collected and how it is used.
- The Government or our regulators: where we are required to do so by law or to assist with their investigations or initiatives.  
Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

### How long we hold your personal data

- We will hold your personal data on file for as long as you are a member with us. Membership data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account. Your data is not processed for any further purposes other than those detailed in this policy.



### Your rights regarding your personal data

- As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.
- As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.