



# **Crawley Hockey Club**

# Our Commitment to your personal data as per the General Data Protection Regulations 2018 and Data Protection Act 2018

As you will be aware, new data protection legislation known as the General Data Protection Regulation (GDPR) came into effect on 25 May 2018, also the UK Data Protection Act 2018 approved and passed in parliament came in to effect the same day.

Crawley Hockey Club (Crawley HC) takes its responsibilities under this legislation seriously and will ensure that the personal information it obtains is held, used, transferred and processed in accordance with the Data Protection legislation.

We are making you aware to let you know that we have issued this Privacy Policy to reflect the change in legislation. Please find the new policy below. The policy is also available on our website: www.pitchero.com/clubs/crawleyhockeyclub.

### **Crawley Hockey Club Privacy Policy**

This Privacy Policy is intended to provide information about how Crawley HC will use personal data relating to its members and supporters.

The data controller is Crawley HC.

#### Information we collect

The following information is added to our database when a player registers with the Club:

- Name
- Email address (of player or parent for U16s)
- Postal address
- Telephone number
- For juniors date of birth and parent(s)'/guardian(s)' name
- relevant medical information

Depending on what individuals submit we may also collect the following categories of information:

- Date of Birth
- Age
- Gender
- Profile Photograph

At any point members may request to edit or remove data from our database and unless there is a legal requirement to retain the information we will comply with all requests.

#### How we collect your data

We collect data from individuals directly and with their consent. We collect this data either via a paper application form, via an online application form, or by you accessing the online portal Pitchero that Crawley HC subscribes to: for further information go to ; www.pitchero.com/clubs/crawleyhockeyclub.

We do not collect data via any third parties other than through Pitchero. We do not collect data via our private Facebook group.

# **Club photographs**

We also hold photographs taken at training, during matches and at other Crawley HC events. Parental approval will be sought for junior members to be the subject of these photographs.

# Why we collect your data?

Crawley HC collects your information to effectively run the club and to maintain links with exmembers and supporters. Processing your data allows us to:

- keep in contact with players, parents and colts about training, selection and fixtures;
- share Crawley HC news and events
- . Or send you information about offers from our sponsors or other partners

Please note this information will always be sent by Crawley HC and not directly to you by our sponsors or partners;

#### How will we communicate with you for matches and activities?

This will be via the Crawley HC official Facebook page and WhatsApps accounts, these are administered and maintained by each Team captains using emails and mobile landline numbers provided by yourselves.

All playing members over 18 years of age are also members of Crawley Jubilee Club which operates the clubhouse and facilities at Jubilee Walk, a Three Bridges RH6 1QL.

The Jubilee Club have there own application form and process and may contact you directly regarding:

- keep in contact with you about meetings and operational matters with you concerning the Jubilee Club;
- update you about other activities held at the club by external organisations or internal committees:

## Who has access to your data?

Your information is managed by our officials on the committee of Crawley HC and may be shared amongst committee members (including committee members of The Jubilees Club) for the purposes set out in this Privacy Policy.

We will not share your information with any third parties without your consent.

#### **Security of your Information?**

We maintain reasonable technical, administrative and physical security measures designed to protect your information.

# How long Crawley HC keep your data?

Crawley HC is committed to holding your data securely and treating it with sensitivity. As Crawley HC would like to develop a long standing relationship with you beyond your playing days we will hold your data for as long as it is lawful and legitimate for us to do so. Some data and photographs will be used to form part of the Club's archive. We may use photographs on the Crawley HC website, our social media sites to advertise the Club. If you have any concerns about the use of photographs, please contact our Club Secretary or Junior section Club Captain.

#### **Your Choices**

You have a choice about whether or not you wish to receive information from us and how we communicate with you. You are welcome to contact The Secretary at Crawley HC at any point if you wish to amend these choices.

If you wish to register as a player you will need to provide certain personal data to play for the Club. You do not have to join whatApp or our Facebook pages.

# **Your Rights**

As a data subject, you have a number of rights. You have the rights to:

- request a copy of the information we hold about you
- update or amend the information we hold about you if it is wrong
- change your communication methods at any time
- ask us to remove your personal information from our records
- raise a concern or complaint about the way in which your information is being used
- object to the processing of your data where Crawley HC is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights or ask for further information, please contact a member of the Crawley HC committee.

We may amend this privacy notice from time to time. It will be available on the Crawley HC website to view. Any substantial changes that affect your rights will be sent to you directly as far as is reasonably practicable.

Contact: The Secretary
Crawley HC
Crawley Hockey Club
Based at the Jubilee Club

Jubilee Road, Jubilee Walk, Three Bridges, Crawley, Sussex RH101IQ