

HAWKS LACROSSE CLUB PRIVACY NOTICE

FURTHER INFORMATION ON PRIVACY NOTICES CAN BE FOUND HERE:

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/privacy-notices-under-the-eu-general-data-protection-regulation/>

HAWKS LACROSSE

Summary of how we use your data

- Hawks Lacrosse Club uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes.
- Where we rely on your consent, such as any consent we seek for using photographs, you can withdraw this consent at any time.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and can that you are supported appropriately.
- Where you work in a particular role within the game (such as a coach or volunteer), you may be required to undergo a Disclosure & Barring Service check using the ELA's DBS system. The result of this check will be held on your member record on within the membership database provided by pitchero.
- Some data provided by coaches and volunteers (e.g coaching qualifications, DBS certificates) is shared with venues that we hire, to give assurances that we have appropriate safeguarding measures in place.
- Some summary global data (e.g. number of players in different age groups) is shared with the SEWLA and ELA, who use your data to regulate, develop and manage the game.
- For players playing in senior SEWLA matches, we may share individual ELA registration numbers, to enable us to fulfil any league requirements.

What does this policy cover?

This policy describes how Hawks Lacrosse Club (also referred to as "the Club", "we" or "us") will make use of the data we handle in relation to our members (including coaches, parents and volunteers) and players.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the "What rights do I have?" section.

What information do we collect?

We collect and process personal data from you if you are aged 18+. (or your parent if you are U18) when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- your date of birth,
- your home address, email address and phone number;

- your emergency contact details
- your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc
- your preferred lacrosse playing position
- your payment and/or bank account details, where you provide these to pay for membership;
- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

We also collect data from coaches and umpires (e.g bank details) to fulfil a contract.

What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We receive information from the English Lacrosse Association relating to your registration as an ELA member. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and ELA on the status of any DBS check you have been required to take.

How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:
 - taking /making payments;
 - communicating with you;
 - providing and arranging the delivery or other provision of products, prizes or services;
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
 - we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes. This might include match and training information, social events, holiday camps, tours and club kit.
 - we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
 - we use data of some individuals to invite them to take part in club surveys;
- Where you give us your consent:
 - we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
 - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.

- For purposes which are required by law:
 - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
 - we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
 - where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
 - we may respond to requests by government or law enforcement authorities conducting an investigation.

Withdrawing consent or otherwise objecting to direct marketing

We do not undertake direct marketing.

If at any point you wish to amend your settings for club e-mails, the weekly round up newsletter, or close your pitchero account, please login in to pitchero, then under your name (top right hand side of the screen) select “Settings” in the dropdown menu under your name. You should then choose either E-mail preferences, Privacy or Close Account as appropriate.

Who will we share this data with, where and when?

Some limited information may be shared with other stakeholders in lacrosse, such as other clubs, Constituent Bodies, umpires, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the ELA’s legitimate interests in compliance with applicable laws.

Personal data supplied by coaches and volunteers may be shared with training/playing venues to confirm we have adequate safeguarding arrangements in place.

Personal data supplied by coaches/umpires/volunteers on invoices may be shared with Committee members to authorise and make payments.

Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include Pitchero (providers of our website, membership database, document storage facility, communication tools), Google, (gmail, google docs, google drive). Please remember that when you buy goods or services via Pitchero, you are also providing data to Gocardless/Stripe as providers of online payment services to Pitchero. Hawks Committee Members and Team Managers have password controlled access to data held on Pitchero and Google. They are also able to export data from Pitchero to spreadsheets to enable them to access relevant data (e.g medical information and emergency contact details) at pitches and training venues.

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor’s Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

The links to Pitchero and Google Privacy Policies are included below.

<http://www.pitchero.com/privacy-policy>

<https://policies.google.com/privacy/update?hl=en>

What rights do I have?

You have the right to **ask us for a copy** of your personal data; to **correct, delete or restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format**.

In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of these rights, you can get in touch with us using the details set out below. If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office.

Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by ELA/SEWLA Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

How do I get in touch with you?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, please contact us at playhawkslacrosse@gmail.com.

How long will you retain my data?

We process the majority of your data for as long as you are an active member and for up to 4 years after this. Many of our junior club members return to the club after 3-4 years at university.

Data processed via Google docs (for holiday camp registration or prior to setting up your pitchero account) may be held for up to 1 year.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for up to 4 years from your last interaction with us.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us in order to maintain a record of the game.

You may decide to close your Pitchero account at any time.