



DIDSBURY NORTHERN HC

## PRIVACY NOTICE

Version: 1.2 September 2018

### ABOUT US

Didsbury Northern Hockey Club (DNHC) is a sports club registered in England with England Hockey (reg. 205243) and HMRC as a Community Amateur Sports Club (reg. CH11061).

Here at DNHC we are committed to protecting all personal data we hold about you. As your data is stored or processed in the UK, the European General Data Protection Regulation (GDPR) applies and under that regulation we have an obligation to inform you how your data is collected, stored and shared and to detail your rights under the regulation.

Below we provide a statement of the general information we collect, how we use it and with whom it is shared. This Notice sets out the basis on which any personal data that we collect from you, or that you provide to us, will be processed by us.

DNHC is not required to appoint a Data Protection Officer under the GDPR; for the purpose of this Privacy Notice, the Data Controller is Chairman, DNHC, c/o Didsbury Northern Lawn Tennis Club, Palatine Road, Didsbury, Manchester, M20 3YA.

### WHO DOES THIS PRIVACY NOTICE APPLY TO?

This privacy notice will apply to you, if you fall under any of the below categories:

1. Current individual player/participant of hockey who has completed the DNHC player registration process (via Pitchero).
2. Individual player/participant of hockey that has registered their interest via the DNHC website or via one of the committee member email addresses with a view to joining the club but has not yet completed formal registration.
3. Coach, technical official or umpire employed directly by DNHC either frequently or on an ad-hoc basis.
4. DNHC club committee and officials.
5. Parents/guardians of registered DNHC junior club members.
6. DNHC club alumni where previous players/members have registered their interest in maintaining contact with the club and receiving updates.
7. Registered members of the DNHC Professional Network.

### INFORMATION WE COLLECT ABOUT YOU

The types of information that DNHC collects about you can include:

- Your contact information (such as name, address, telephone number, email, social handles).
- Emergency contact information (such as the telephone number of your next of kin/parent/guardian, your doctor's contact details).
- Date of birth.
- Gender.
- Personal identification numbers and qualifications (such as England Hockey umpire registration number, coaching and umpire qualifications).
- Employer or educational establishment attended (school or university).

- Photographic identification where proof is required of age, employment status, or for league registration etc.
- Availability for matches.
- Details of personal performance (such as player or umpire ratings, performance reviews with coaching staff).
- Photographs and film footage (this could be from training sessions, matches or social events and may include user generated content that you may add to social network platforms).
- Details of meetings or events attended (for example minutes of squad meetings, committee meetings, Annual General Meeting, attendance at official club social events).
- Disciplinary or grievance information.

## SPECIAL CATEGORIES OF INFORMATION

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

- Health and medical information (such as pre-existing conditions, disabilities, medication).
- Information about your race or ethnicity.

## HOW WE COLLECT THIS INFORMATION.

We typically collect personal data through the club membership registration process via Pitchero; these data are stored securely in the Pitchero application (please see their own privacy notice for technical information about the storage of this data). Access to these data is restricted to specific members of the DNHC committee and, with the exception of the names of current members, is never downloaded from the application to ensure there is no unlawful disclosure of data.

People wishing to make enquiries about the club may email club or team captains, using the contact information available on the website; where possible the information requested during any such exchanges will be kept to a minimum. Interested parties may also contact the club via the official social media sites. DNHC is active on Facebook, Twitter and Instagram; any information shared via any one of these platforms would be subject to the platforms’ own privacy policies.

On occasion, the club may utilise online survey applications such as Google Forms or Survey Monkey for the collection of personal information. These applications have their own privacy policies which outline how data are secured on the platform. Some of the information collected through online surveys will be transferred to password protected spreadsheets and stored within the DNHC committee secure ‘Drop Box’.

## HOW WE USE YOUR INFORMATION AND OUR LAWFUL BASES FOR PROCESSING

Under the GDPR, we are required to define the lawful basis for each of our data processing activities and to inform you of this.

For any of the personal data collected, as described above, we will process such data in accordance with one or more of the following lawful bases, as defined by the regulation:

- (a) Consent: where you have given clear consent for us to process your personal data for a specific purpose.
- (b) Contract: as necessary in the service of a contract with you, or because you have asked us to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone’s life.
- (e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.

| Processing Activity       | Primary Purpose of Processing  | Summary of Information Stored   | Lawful Basis for Processing  |
|---------------------------|--|---|--|
| CLUB MEMBERSHIP & PLAYERS |  |   |  |
| Adult Club Membership     | Management of membership information for the purposes of running the club.   | Name, DoB, address, contact details, medical information.   | Contract   |
| Junior Club Membership    | Management of membership information for the purposes of running the club.   | Name, DoB, address, Parents' contact details, medical information, school, Consent forms completed by parents.  | Legitimate interests   |
| Parents of Junior Members | General contact info to pass on notices. Emergency contact for juniors should an incident occur or to ensure travel arrangements have been made. | Names, contact details, details of juniors - name, address, DoB, school.  | Legitimate interests   |
| Medical Details           | Emergency contact if an incident occurs, details of relevant disabilities, conditions to ensure correct treatment is provided/arranged.          | Contact details of next of kin/emergency contact/parent/guardian, medical conditions, disabilities, medication. | Vital interests  |
| Equality Monitoring       | Collection of information regarding ethnicity  | Ethnicity   | Required by England Hockey for equality monitoring purposes. Data passed to EH is anonymised and used for statistical analysis only. |
| Player Availability       | Team captains recording and reviewing team availability in order to make team selection decisions.   | Name and availability only.   | Contract   |
| Team Selection            | Team captains storing weekly team selections.  | Name  | Legitimate interests   |
| Team Sheets               | Record of team selection for officials on match day and for league records.  | Name  | Legitimate interests   |
| Player Review             | Player performance review for  | Name and feedback provided  | Legitimate interests   |

|                              |   |   |   |
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|                              | development purposes.   |   |   |
| League Registration          | It is a requirement to register player details with each of the leagues as part of our registration obligations.  | Name, DoB, contact details, photograph  | Contract  |
| CLUB GOVERNANCE & MANAGEMENT |   |   |   |
| Committee                    | Club governance.  | Contact details, meeting minutes.   | Legitimate interests  |
| Welfare Officer              | To provide support and assistance where needed, to resolve issues where they occur.   | Names, Contact details, details of issues and steps taken to resolve.   | Legitimate interests or Legal (if the issue/incident results or may result in legal action) |
| Safeguarding Officer         | To ensure safeguarding policies are written and upheld to ensure safety and welfare of all club members. To register and follow up DBS checks for relevant members involved with the juniors. | Names, contact details, medical conditions of juniors to pass onto relevant club members, namely captains and coaches where contact details needed for emergencies. | Legitimate interests and Legal  |
| Disciplinary Investigation   | Where a Red Card Offence has occurred, data is collected to allow the disciplinary committee to investigate.  | Name, incident details, witness statements, contact details, photographic or video evidence if available.   | Legitimate interests or Legal (where the police or other authorities may be involved)       |
| Pitch Coordination           | To ensure pitches are booked for all matches throughout the season.   | Contact details for arranging pitch bookings at host venues.  | Legitimate interests  |
| Fixtures Coordination        | To facilitate the organisation of matches with league opposition or friendlies with relevant clubs/teams.   | Contact details of the league representatives and other clubs to arrange league and friendly fixtures.  | Legitimate interests  |
| COACHING & TRAINING          |   |   |   |

|                        |  |  |                      |
|------------------------|--|--|----------------------|
| Coaching Staff         | To ensure adequate coaching is available to club members.  | Contact details, financial information (for making payments) and availability of coaching staff for each team to coordinate club training and coaching on match day. | Legitimate interests |
| Volunteers             | Details of willing volunteers to ensure support at training (particularly juniors) and on event days.  | Names, contact details.  | Legitimate interests |
| UMPIRING & OFFICIATING |  |  |                      |
| Umpire Coordination    | Availability, contact details and competence to ensure umpires are assigned to the correct level of games.   | Name, contact details, availability, competence.   | Legitimate interests |
| Umpire Development     | Data relating to individual umpires and their ability/confidence level to ensure development.  | Name, contact details, performance review, development needs.  | Legitimate interests |
| Umpire Review          | Umpire performance review for development purposes.  | Name, contact details, comments on performance, areas for development  | Legitimate interests |
| SOCIAL EVENTS          |  |  |                      |
| Social Events          | To facilitate the organisation of social events as part of club membership; sometimes promotional events.  | Contact details at host venues for social events, attendee data.   | Legitimate interests |
| MARKETING              |  |  |                      |
| Photographs            | Photographs are often taken and used for promotional reasons to promote club membership. These can be of club training, hockey matches or at social events | Photography  | Legitimate interests |
| Films                  | Films are often taken and used for promotional reasons to promote club membership. These can be of club training, hockey matches or at social events.      | Film footage   | Legitimate interests |

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| Professional Network | To allow members to contact professionals when they require a specific service. | Name, field of work & areas relevant to their field | Consent |
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Where we rely on your consent for any of the above processing activities, you have the right to withdraw your consent at any time. You can do this by contacting the Chairman, DNHC, c/o Didsbury Northern Lawn Tennis Club, Palatine Road, Didsbury, Manchester, M20 3YA or on email at [chairman@didsburynorthernhc.co.uk](mailto:chairman@didsburynorthernhc.co.uk).

## DISCLOSURE OF YOUR PERSONAL DATA

Your personal data is shared with the relevant committee members “internally” to ensure that DNHC delivers on its obligations under your membership contract. Your data may also be shared externally with the following parties:

- Any party approved by you.
- To any governing bodies to allow them to properly administer the sports on a local, regional and national level.
- 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 security services and other statutory agencies: to assist with the investigation and prevention of crime, the protection of national security and safeguarding.
- Emergency services in the event of any incident where you are incapacitated and cannot provide relevant information yourself.

## HOW LONG DO WE STORE YOUR PERSONAL DATA?

Under the GDPR, we are permitted to retain your personal information only for as long as would be reasonably expected, unless there is a legal or contractual reason that we should retain it for a longer period.

The retention periods for your personal data will differ depending on the purpose that the data is collected for. DNHC has a full schedule of data retention, broken down by processing activity, which is available on request.

## YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA

Under the GDPR, you have the following rights in relation to your personal information:

- The right to be informed about how your personal information is being used;
- The right to access the personal information we hold about you;
- The right to request the correction of inaccurate personal information we hold about you;
- The right to request the erasure of your personal information in certain limited circumstances;
- The right to restrict processing of your personal information where certain requirements are met;
- The right to object to the processing of your personal information;
- The right to request that we transfer elements of your data either to you or another service provider; and
- The right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example “the right to object to automated decision making”, are not relevant to the processing activities carried out by DNHC as we do not carry out such activities. This does not affect your right to withdraw consent, request access to your personal data, request the correction or errors or to restrict processing, etc.

## CONTACTING US

If you wish to exercise any of your rights, as detailed above, or have any other enquiry regarding your personal data, please write to [chairman@didsburynorthernhc.co.uk](mailto:chairman@didsburynorthernhc.co.uk).