



WINCHESTER HOCKEY CLUB – DATA PRIVACY

Winchester Hockey Club is committed to respecting your privacy.

This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

This notice applies to you if you are either:

1. an individual player/participant of hockey who has registered his/her interest in participating in the sport competitively and/or whose details we have collected through completion of our member registration form.
2. a coach, teacher, technical official or umpire who has registered for membership.

References to **WHC**, **we**, **our** or **us** in this privacy notice are to Winchester Hockey Club

We have appointed a Data Protection Officer to oversee our compliance with data protection and that person will be the Club Membership Secretary (membership@winchesterhc.co.uk)

Contact details are set out in the "**Contacting us**" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When you sign up for membership with us, you may provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, address, email addresses and telephone numbers;
- date of birth;
- gender;
- records of your participation at any game or competitions representing us;
- images in video and/or photographic form; and
- marketing preferences so that we know whether and how we should contact you.

Players/Participants

If you are a player/participant who has registered his/her interest in participating in the sport competitively, you may also provide us with or we may obtain the following **additional personal information** from you:

- details of next of kin and emergency contacts;

Coaches and officials (including Team Managers and Teachers)

If you have registered with us as a Team Manager or Coach, you may also provide us with or we may obtain the following **additional personal information** from you:

- any coaching code or official number;
- your current affiliated club or other organisation (if applicable);
- coaching/teaching qualification and/or officiating history and any player rating (if any);
- accreditation/qualification start and end date;

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

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

- information about your race or ethnicity;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information;

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that:

- the processing is necessary for reasons of, on a lawful basis; it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.

In the table below, we refer to these as the “special category reasons for processing of your personal data”.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you register as a member, manager or coach as part of Winchester Hockey Club through our site

Purpose	Personal Information Used	Lawful Basis
To administer any membership account(s) you have with us and managing our relationship with you, including covering you for any insurance(through the club's policy)	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences	This is necessary to enable us to properly manage and administer your membership with us.
To send you information which is included within your membership benefits package, including details about advanced ticket information, competitions and events and any updates on WHC.	All contact and membership details	This is necessary to enable us to properly manage and administer your membership contract with us.
To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about Membership, and events.	All contact and membership details	Where we believe we have a legitimate interest to keep you up to date with events in WHC or where you have given us your explicit consent to do so.
Retention of records	All the personal information we collect	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and in some cases, we may have legal or regulatory obligations to retain records. We process special category personal data on the basis of the "special category" reasons for processing of your personal data" referred to in section 2 above.
The security of our IT systems.	In common with most databases are kept secure by the Data Protection Officer and disclosed to club officials via encrypted transfer methods.	We have a legitimate interest to ensure that our IT systems are secure, and to protect both you and ourselves from online fraud
To comply with health and safety requirements	Records of attendance	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.

4. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

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 request 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;

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below. If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

5. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email membership@winchesterhockey.co.uk

27 June 2018