

## **SURBITON HOCKEY CLUB PRIVACY NOTICE**

Surbiton Hockey Club collects personal data on the membership application form for the purpose of taking up membership of the Club. Your membership data is processed because it is necessary in order to provide you with membership services.

This privacy notice explains how we use the membership data of our Colts and Seniors and also how we use your contact details to provide you with email communications.

### **INFORMATION WE COLLECT ABOUT YOU**

We collect the following information from you:

- Name
- Address and contact details, including phone number and email address
- Date of birth
- Medical information (Colts' section)

We collect medical information to ensure that we can assist you in the event of an emergency whilst you are playing at the Club. Any medical information provided is used for emergency purposes only.

If you do not provide us with the required information we will not be able to enroll you at the Club and you will be unable to play hockey at the Club.

Please tell us if any of your personal details change.

### **COLTS MEMBERSHIP**

Colts' information will be shared with the following people:

- Coaches for your child's squad to enable them to run training sessions
- Squad managers to allow them to look after teams and competitions
- Club officials to keep you up to date with where and when fixtures will be.

Your information will not be shared with any other third parties and is held on a secure, password protected registration system called Teamo. The Club also keeps back-ups of data, including on Google documents. The Google privacy policy can be found here: <https://policies.google.com/privacy?hl=en-US>

Your personal information will be kept for the duration of your membership.

Some of our older Colts also play in teams with the Seniors. Where that is the case, personal information is also kept on England Hockey's Game Management System as this is the system used for Seniors. England Hockey, Area Hockey Association or Other Hockey Association and leagues retain your information on the Game Management System for five full seasons after your account has become inactive on the Game Management System

#### **SENIORS MEMBERSHIP**

Seniors' information will be shared with the following:

- Coaches for your squad to enable them to administer training sessions
- Team captains to allow them to administer teams, fixtures and other competitions
- Club officials to keep you up to date with Club news and information.

Your information will not be shared with any other third parties and is held on a secure, password protected registration system Teamo. The Club also keeps back-ups of data, including on Google documents. The Google privacy policy can be found here: <https://policies.google.com/privacy?hl=en-US>

Your personal information will be kept for the duration of your membership. Once a player is deleted on Teamo they are moved to a different section of the database, for 2 years and then will be permanently deleted.

## **MAILING LISTS**

Surbiton Hockey Club collects email addresses from its members and parents of Colts members in order to provide you with email communications.

If you are a member or the parent of a Colts member we will email you regularly during the season with our newsletter which details upcoming fixtures and important information about the Club, such as upcoming social events and other opportunities that relate to your membership, such as the Colts hockey camps and the summer term programme.

If you wish to unsubscribe from any of our mailing lists at any time, then please email us at: [membership@surbitonhc.com](mailto:membership@surbitonhc.com). Our newsletters to Seniors are sent via Teamo. You can unsubscribe from Teamo by using the links in all emails or by contacting [info@sportplan.com](mailto:info@sportplan.com).

## **YOUR RIGHTS**

Under data protection legislation, you have the right to request access to information that we hold about you, the right to have information corrected, the right for your information to be erased and the right to restrict or object to your personal data being processed by the Club. To make a request in relation to any of these rights please contact: [membership@surbitonhc.com](mailto:membership@surbitonhc.com)

If you wish to make a complaint about how the Club processes personal data, you can contact the Information Commissioner's Office. The details of the Information Commissioner's Office can be found on its website: [www.ico.org.uk](http://www.ico.org.uk)

## **Changes to our Privacy Notice**

We keep this privacy notice under review and we reserve the right to update this privacy notice at any time.

