

BANBRIDGE HOCKEY CLUB PRIVACY NOTICE

BANBRIDGE HOCKEY CLUB is committed to protecting and respecting your privacy. *BANBRIDGE HOCKEY CLUB* is the Data Controller for any personal data you provide for the purposes of your membership and is responsible for storing and processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about yourself by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you join the Club, attend events that we run, or subscribe to our newsletter.

If you are a parent or guardian you provide us with information on a young person under the age of 18 when they join the Club or attend events that we run.

The information you give us may include name, date of birth, address, e-mail address, phone number, emergency contact details. You may also provide us with relevant health information, in particular in relation to young people, who are representing the club at events.

We will only collect data that we consider is necessary for us to provide you or your dependants with the services that we offer.

Why we need your personal data

We need your personal data is to be able to administer your membership and provide membership services. The lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services for which you are registering.

Reasons we need to process your data include the following:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions and matches;
- sharing personal data with club team managers to administer training sessions and matches;
- sharing personal data with Ulster Hockey, Hockey Ireland and other competition providers for entry into leagues, cups and other events.

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitations to social events;
- for the club newsletter promoting club activity; and
- publicising match details and result on the website and social media platforms.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority, Sport NI;
- analysing anonymised data to monitor club trends, and sharing information on the club membership with Hockey Ireland as part of the club census;
- sending a club survey to improve your experience as a club member.

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any **special category health data** we hold on you or any of your dependants is only processed for the purpose of passing health data to coaches/managers to allow the safe running of training sessions and matches/events and to deal with any injury situations should they occur. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data and to share it with medical professionals if necessary. We will ask you for your consent at the point of collecting it.

In accordance with the Hockey Ireland and Ulster Hockey child protection policy and procedures, we will not permit **photographs, video or other images of children/young people** to be taken without the consent of the parents/carers and children/young people.

Banbridge Hockey Club takes photographs or videos of adult and children's participation in the club for the purposes of publicising and promoting the club or sport and as a coaching aid. The club will take all possible steps to ensure images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club immediately.

On occasion we may collect **personal data from non-members** e.g. any non-member participant who fills in a health disclaimer or form at a taster event/camp. This information will be stored for 2 weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following **social media pages** [Facebook, WhatsApp, Twitter, Instagram]. All members are free to join these pages. If you join one of the Social Media pages, please note that providers of the social media platform(s) have their own privacy policies and that the club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages. Please also seek permission from other members or individuals before putting their personal data on our social media pages.

Who we share your personal data with

When you become a member of our Club and wish to play for the club in Ulster Hockey or Hockey Ireland league and cup competitions we will register you as a player with Ulster Hockey and/or Hockey Ireland. We will provide Ulster Hockey/Hockey Ireland with your name and DOB. If you have any questions about the continuing privacy of your personal data when it is shared with Ulster Hockey or Hockey Ireland, please contact those bodies directly.

The Club does not supply any personal data it holds for this purpose to any other third party. We will, however, provide you with the option to receive marketing or communication from third parties, such as club sponsors or partners. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting/ etc. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Membership data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after 1 year of your no longer being a member. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, however, we may not be able to administer your membership or register you as a player with Ulster Hockey / Hockey Ireland.