

Durham City Hockey Club Privacy Notice

Definitions

‘Events’	All activities undertaken by DCHC inclusive of training (of any kind), matches, club official social occasions and development workshops. Please note that this list is not exhaustive.
‘Relevant league regulatory body’	Any managerial association who are responsible for the organisation of any league or cup competition DCHC takes part in.
‘Committee’	The committee of Durham City Hockey Club elected at the previous Annual General Meeting as per DCHC’s constitution. All members of the committee are unpaid volunteers.
‘Data Protection Officer’	The member of the committee responsible for ensuring that DCHC’s policies and procedures are up to date and compliant with any relevant legislation. Other duties can be found in DCHC’s Data Protection Policy.
‘Constitution’	DCHC’s constitution is a set of rules dictating the running of DCHC and can be found on our website.

What Data do we Need

At Durham City Hockey Club (DCHC) the security of your data is important to us. DCHC will be what is known as the ‘Controller’ of the personal data you provide, this means that we control how your data is used in order to continue the normal running of DCHC. However, your data will only be shared to allow DCHC to fulfil its duties as required by England Hockey, Sport England and the various leagues and cup competitions that DCHC competes in. Your data will be used to complete registration processes required by these organisations to allow you to play competitive fixtures for DCHC and to be covered by our insurance. This information includes the likes of your name, address, personal & emergency contact details, existing medical conditions and the details of the last club you were registered with (if any).

Why we Need Your Data

We need to keep your personal data in order to allow you to play for DCHC and to inform you of the events organised by/with DCHC. DCHC have various means of contacting our members with announcements regarding training, matches, social events and the general running of DCHC. We also need your personal data in order to be financially recompensed (in return for being a member of DCHC) in order to cover the costs associated with the organisation of these events. However, there may be occasion when we are required to share your data with third parties or with other club members for legitimate health & safety or organisational purposes.

What we do With Your Data

On becoming a member of DCHC you will be automatically registered as part of our club with the relevant league regulatory body. Failure to consent to our sharing of data with the relevant league regulatory body will result in you being ineligible to play in competitive fixtures for DCHC. This data, along with the data regarding your match performance (i.e. goals scored, cards received etc.), will be shared with the relevant league regulatory body in order to show fair and transparent competition. Some of this data may be published on the relevant league regulatory body, DCHC or Fixtures Live websites. If there is no relevant league regulatory body for the section of DCHC you are playing in, your consent will be gained prior to this. DCHC will not use your data for any reason other than for the reasonable management of DCHC.

Who Will Have Access to Your Data Within DCHC

Within DCHC only committee members will have direct access to your personal data. A list of committee members and their roles is published annually on our website and social media accounts. It will, at times, be necessary to provide personal data to suppliers (for example Coaches and Regulatory Bodies) for legitimate health & safety or organisational purposes. If there is any other occasion in which a club member (or non-club

member) who is not on the Committee (or does not fulfil an organisational role for DCHC) requires access to your data, then we will seek separate consent for this provided the need is legitimate.

How Long Will We Keep Your Data

We will keep your data for a maximum of 4 full seasons after you were last due to provide financial support to DCHC at which point your data will be deleted from our databases provided all financial obligations have been fulfilled. This is to maintain an accurate database of active players (including those who may have temporarily moved for example to University) allowing ease of player transfers (both outgoing and returning). If you consent to receiving our newsletter, you will remain on our distribution list until such a time as you request to be removed, you will only receive information pertaining to the running of DCHC which may, at times, include details and offers from local businesses that DCHC is in partnership with.

Your Rights

It is important that you are aware of your rights with regards to your data. You can, at any time:

- Request a copy of the data we hold on you (right to access),
- Request we delete the data we hold on you (right to erasure),
- Request we correct any inaccurate data we hold on you (right to rectification),
- Object to our processing your data (right to object),
- Restrict our processing of your data (right to restriction),
- Ask for further information about how your data is processed (right to be informed),
- Request a copy of your data in a re-usable fashion (right to portability).
- You also have rights related to automated decision making and profiling, however as DCHC do not currently have any processes which would be covered by this right, it is currently not applicable. If this changes, you will be made aware.

If you would like to enact any of these rights, we would ask that you contact our Data Protection Officer, the contact details for whom can be found below. DCHC reserves the right to make a decision around the applicability of these rights, and there are certain exemptions that apply in very particular (and rare) circumstances. We will, at all times, be transparent and forthcoming with any reasons why these exemptions might apply. If you are unhappy with the results of any request, you have the right to raise a concern with the Information Commissioners Office (ICO).

If you have any queries as to how your data is being used or would like further clarification on any other aspect of the data kept by DCHC, please feel free to contact Tim Hassell, our Data Protection Officer, at tim.hassell@hotmail.co.uk.