

BHHHC PRIVACY STATEMENT

This policy describes how we process the personal information of our Club members in line with GDPR regulations and the Data Protection Act 2018.

What personal information we hold

- You provide us with personal information as part of the online membership registration process. This information included your name, address, DOB (for Under 18s); we also capture 'special category data' on health/emergency contact details, ethnicity and disability data.
- The registration process invites you to opt-in to whether you would like us to communicate with you regarding Club business.
- For BHHHC Tigers, parents provide details of their child(ren) on a paper form, processed and held by our Tigers Co-ordinator. This information is not shared more widely. Part of this form seeks your consent in relation to the use of images of your child.

How the information is stored

Members' details are held on our Club database: the data is refreshed annually as part of the renewal process, so we will not hold out of data information about you. The information is held locally, not hosted by a 3rd party, and is used by a limited number of Club officials via an https link with password protected worksheet.

- Tigers records are held on paper, kept by our Tigers Co-ordinator.

Why we ask for this information

- We rely on your consent to allow us to collect and process your personal data, and we collect this information from you direct, so you have full sight of all the information we hold.
- You have the right to change, amend, or remove your consent to this at any time by informing the Club.
- No automated decisions are made by the Club in the handling of your personal data.

How we use your Personal Information

We use the personal information which you have provided for the purposes of facilitating you playing hockey at the Club. Your personal information, such as contact details, may be shared within the Club by Club officials, such as team captains and club captains for the following purposes:

1. Maintaining the membership database.
2. To inform you of your selection for teams, making travel arrangements for games.
3. To invite you to Club events.
4. To support the effective running of the Club and administration of playing hockey by the Club Committee, sharing personal information on members as necessary in order to achieve this aim.
5. Contacting you with information pertinent to your membership or application for membership and details of events and other matters which we think will be of interest to you, (e.g. Club AGM).

...and Special category information processed as follows:

6. Medical information/emergency contact details provided by you will be shared with your Team captain to be used only for your safety and medical treatment in the event of an injury.
7. Ethnicity and disability information is gathered to provide the Club with information on the demographic of its membership as part of applying for grant funding – this will not identify individuals, is accessed only by the Management Committee and is optional for you to provide.

Sharing your information with 3rd parties

To conduct the business of the Club and to facilitate you playing hockey, some of your personal data may need to be shared with external hockey organisations as described below.

Organisation / purpose for sharing data	Personal data shared
Hockey League – to register you as a club player, to complete any disciplinary procedures relating to conduct.	Name, squad number. Your contact details may be shared in the event of a disciplinary process.
Hockey County Associations (U18s only) – to recommend you are considered for County selection	Name, DOB, parent's contact details.
HBHUA Umpiring association – if you are an umpire at the Club	Name, contact details.

These organisations are not allowed to use your personal data for marketing and advertising. Links to their websites for Privacy statements are shown here:

Men's Hockey League <http://www.east-hockey.com>

Ladies' Hockey League – www.5counties.co.uk/

Herts County Junior s- <http://hertfordshirehockey.pitchero.com/>

HBHUA Umpires Association – <http://www.hbhua.co.uk/public/handbook.php>

Your personal information will not be passed on by the Club to 3rd parties to be used for advertising/marketing purposes.

Personal data and our Website/ social media

Our Website does not use cookies and does not gather personal information when you access it.

You may opt-in to our Facebook account, follow us on Instagram or Twitter – these social media sites are used to share information about the club. We do not use these social media sites to collect or process your personal information, and they are not used by us for advertising. Personal data in the form of team photographs and match reports will be published on these sites. Note that our Facebook page is a public group, therefore other people will be able to see your contact details if you are a page member.

Data retention policy

We will hold your Personal Information for as long as you remain a member of the club. When you cease to be a member, either by informing us that you are leaving or by not renewing your membership, your personal information will cease to be part of our membership database within 3 months of the season starting. You can ask us to remove your information sooner than this if you prefer. Note that this will not apply to documents of historical record, such as match reports which will be retained by the Club for historic record.

For Berko Tigers members, we will hold your and your child's details until the start of the new season so that we can contact you to invite you to rejoin. If you choose to not rejoin, by informing us that you will not be joining, or by not replying, we will delete your personal information from our records.

Mailing lists/our newsletter

Anyone can subscribe to receive our Club newsletter, by sending a request via our website. We will use your contact details to provide you with a monthly newsletter, and inform you of other club events and news which we think you might be interested in. We will not send you marketing or advertising for non BHHHC-related activities. You can unsubscribe from this service at any time, and we will not retain your personal information (i.e. email address).

If we change our Privacy Policy, we will publish the changes on our website so that you may be aware of the information we collect and how we use it at all times. We will also e-mail you should we make any changes, so that you may consent to our use of your information in that way.

A reminder of your Personal Information rights

The GDPR regulations strengthen your existing rights in relation to the processing of personal data. The Club respects your rights and complies with GDPR regulations in the handling of your personal data as follows:

1. The right to be informed – this privacy statement confirms our handling of your personal data.
2. The right of access – you may request access to see what personal information is held by the Club about you.
3. The right to rectification – you may ask for any, some or all of that personal data to be changed
4. The right to erasure – you may ask for any, some or all of that personal data to be deleted
5. The right to restrict processing - you may choose to limit how we process your data e.g. asking us to not include you on newsletter email lists.
6. The right to data portability – if you move to another club, we will not continue to hold your data
7. The right to object - you may object if you do not agree with how we have used your data.

If you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and, if you think we are sending you marketing messages, you can always tell us to stop. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>.

If you have a question or concern about our use of your Personal Data please direct your question to our Club Secretary.