

CCHC Payment Bank Details

Privacy notice — your bank details

Status: Released

Effective Date: 16 September 2026

Cambridge City Hockey Club is asking you for your bank details so we can pay you by bank transfer. Cambridge City Hockey Club is the controller of this information.

What we collect

Your name, the reference from your invitation, the account holder name, the bank or building society name, the sort code, the account number, and — if it applies — a building society roll number.

Why we're asking

To make this specific payment to you.

If we're paying you a prize, a fee, or money the club owes you under an agreement, our lawful basis is performance of the contract this payment relates to (UK GDPR Article 6(1)(b)).

If we're paying you back money you spent on the club's behalf, that's not a contract payment. Our lawful basis is our legitimate interests (UK GDPR Article 6(1)(f)) — getting your

own money back to you by bank transfer, and keeping an accurate, authorised record of what the club paid. We've written down why we think this is fair to you; ask us and we'll send it.

If we expect to pay you again — for example if you umpire for us through the season, or claim expenses from time to time — we may also keep your details between those payments, so you don't have to send them to us again each time. Where an agreement with the club already covers those future payments, that's part of the same contract basis above. Where it doesn't, our lawful basis is our legitimate interests (UK GDPR Article 6(1)(f)) — saving you from sending us the same details repeatedly, and keeping the number of times they travel to us as low as we can. We've written down why we think this is fair to you; ask us and we'll send it.

Who we share it with

Google, who host this form and store the answers, and our bank, to whom we give your name, sort code and account number to make the payment. We don't share it with anyone else.

Who at the club sees it

The Treasurer and one named second authoriser only. Nobody else at the club is given access to this form or its responses, and nobody else will be while this rule stands. We don't receive an email copy of what you submit, and you don't receive an emailed copy either.

How long we keep it

Your name, sort code and account number are cleared from the payment record we work from **30 days** after this payment is confirmed received — or, if we pay you on a recurring basis, **12 months** after your most recent payment.

Before that clock even starts, there's a copy that goes faster. The Google Form you submit your details through keeps its own separate copy of what you typed, on Google's systems, independently of the payment record above. We delete the form's copy as soon as we've checked that your bank details have arrived in the payment record and are correct there — normally within moments of you submitting the form, and otherwise within one day, through an automatic daily check.

Further copies take longer than those 30 days or 12 months to go. Here's where they are and how long they last.

The spreadsheet holding that payment record keeps an automatic version history — the same feature that lets any spreadsheet be undone. We can't edit or remove individual entries in it. So what we do instead is replace the whole file once a year and destroy the old one, which destroys its version history with it. A copy of your name, sort code and account number stays in that history until the next yearly replacement, and for up to 25 days afterwards while the deletion completes. Nobody but the Treasurer and the second authoriser can open that file at any point in that time.

If we set you up as a saved payee at our bank, your name, sort code and account number are held there as well. Where we're paying you once, we remove you as a saved payee after

the payment has gone through. Where we pay you on a recurring basis, we keep you set up for as long as we're paying you, and remove you when that arrangement ends.

The rest of what you submit — the account holder name, the bank or building society name and the reference from your invitation — is kept as one of the club's financial records for **6 years** after the end of the financial year it relates to, then deleted or anonymised. The account holder name is kept here regardless of whether it is the same as your own name above. It serves a different purpose here: it is part of the financial record of the payment itself, not the check that this form came from you.

At every point above, these details are used only to pay you, to check that the payment was properly authorised, and to check that this form came through an invitation we sent. They're never used for anything else.

You don't have to give us these details

But we can only pay you by bank transfer, and we need these details to do that. If you'd rather not provide them, tell us and we'll agree another way.

Please don't send your bank details by email. This form is the only route the club uses to collect them.

Your rights

You can ask us to let you see, correct, delete, or restrict the use of the information we hold about you. If we're paying you a prize, a fee, or money the club owes you under an agreement, you can also ask us for a copy of it in a portable format.

Your right to object — where we rely on legitimate interests

If we're paying you back money you spent on the club's behalf, you can object to us using your bank details for that, at any time, because of your own particular situation. Tell us and we'll stop, unless we have compelling grounds not to — and if we stop, we can't pay you by bank transfer, so tell us how you'd like to be paid instead.

Separately, if we're keeping your details between payments because we expect to pay you again, you can object to that on its own, at any time, whatever we're paying you for. Tell us and we'll clear them from the payment record we work from on the shorter 30-day timetable instead, and ask you for them again next time. Objecting to this doesn't stop us paying you. The other copies described above aren't changed by it: the form's copy has already gone, or is going, on its own quick timetable regardless, and the version history and the saved payee record go when they go.

Where we're paying you a lottery prize, a fee, or money the club owes you under an agreement, we're relying on a contract for the payment itself, and the right to object doesn't apply to that.

If something goes wrong

You can complain to us directly using the data protection address below, and you can also complain to the Information Commissioner's Office (ico.org.uk).

Who to contact

treasurer@cambridgecityhc.org — for the payment itself: whether this is the right form for you, which payment it's for, when you'll be paid, or if the reference in your form is missing or isn't accepted. Please don't put your bank details in that email.

data.protection@cambridgecityhc.org — for your information and your rights: to see, correct, delete or restrict what we hold, to ask us for the note explaining why we think this is fair to you, or to complain to us directly. This is the address for Cambridge City Hockey Club as controller of this information.