

Cambridge City Hockey Club Limited (CCHC): Data Protection Policy

Key Details

- Policy Prepared By: CCHC Management Committee
- Approved by CCHC Committee on: 23/05/2018
- Policy operational on: 23/05/2018
- Most recently reviewed on: 25/07/2020
- Next review date: 25/07/2022

Introduction

- Cambridge City Hockey Club Limited (CCHC) collects and uses personal information about members, coaches, volunteers and other individuals who come into contact with the club.
- The management committee of CCHC will be the data controller (contact details below).
- CCHC will always comply with the General Data Protection Regulation (GDPR) when dealing with personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ioc.gov.uk).

Purpose

- This policy explains all information collected will be dealt with correctly and securely. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, irrespective of whether it is held in paper files or electronically.
- All committee members, coaches and administrators involved in collecting, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

- CCHC will keep personal data up to date: by storing and destroying it securely; by not collecting and retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring the appropriate technical measures are in place to protect personal data.

Who are we?

- We are Cambridge City Hockey Club Limited. We can be contacted at

The Pavilion At Wilberforce Road Sports Ground,
Wilberforce Road,
Cambridge,
United Kingdom,
CB3 9AD

data@cambridgecityhc.org

What Information we collect and why.

- The following information will be collected and stored:

Members	Name, Address, Contact Numbers, Email, Date of Birth, School, Emergency Contact details of a parent or guardian (if under 18), Sporting Information, Medical Information, Gender, Membership payment information, Photos and Recordings.
Coaches	Name, Address, Contact Numbers, Email, Emergency Contact details. Relevant Sporting Qualifications and experiences, Medical Information, Photos and Recordings. Disclosure and Barring Service checks (where appropriate).
Volunteers	Name, Address, Contact Numbers, Email, Emergency Contact details. Disclosure and Barring Service checks (where appropriate).
Committee Members	Name, Address, Contact Numbers, Email.

- Data may be used for the following purposes:
 - To administrate membership records
 - To register personal details with England Hockey and other organisations where players registrations are required
 - To register with leagues in which CCHC plays, for tournaments or other competitions
 - To promote the interest of the CCHC
 - To manage our volunteers
 - To maintain our club accounts and records
 - To record and maintain score details and publish then on the CCHC website/twitter
 - To maintain CCHC membership lists on the Fixtures Live databases and on other hockey related databases as and when required
 - To communicate with you to inform you about news, events and activities at CCHC, in particular fixtures and training
 - To manage access to our website
 - To maintain medical information for the safety of our members
 - Disclosure and Barring Service checks where appropriate
 - Maintaining our alumni database
 - As part of the “test and trace” initiative implemented by the UK Government in response to Covid-19

Protecting your Personal Data

- We will not transfer your personal data outside the EU without your consent.
- We have implemented generally acceptable standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction.
- Please note when transmitting information to us over the internet can never guaranteed to be 100% secure.
- For all online payments we will use a recognised online secure payment system.

- You will be notified promptly in the event we become aware of any breach of personal data which might expose you to serious risk.

Sharing Personal Data

- CCHC will never sell your personal data.
- All personal data will be treated as strictly confidential and will only be shared with other members of the club for the purposes connected with CCHC.
- We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purpose of completing tasks and providing services to you on your behalf – for example to print scores in newspapers and send you newsletters. However, it is possible that these third parties may engage others to process your data and this is outside of CCHC's control.

How long do we keep your information?

- We will hold your personal data on our system for as long as you are a member of CCHC and for as long afterwards as the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations.
- We will review your personal data every year to establish whether we are still entitled to process it.
- When we stop processing your personal data, it will only be retained in an archived format in order to comply with future legal obligations such as compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- We will securely destroy all financial information once we have used it and no longer need it.

Your rights

- Under the GDPR, you have the following rights in respect to your personal data:
 - to access your personal data held by CCHC
 - to be provided with information about how your personal data is processed by CCHC
 - to have your personal data corrected by CCHC
 - to have your personal data erased in certain circumstances by CCHC
 - to object to or restrict how your personal data is processed by CCHC
 - to lodge a complaint with the Information Commissioners Office.

Contact Details

- For more details, please address any questions, comment or request regarding CCHC data processing practices to:

Name	Rob Harris
Email	treasurer@cambridgecityhc.org

- Information Commissioners Office details:

Email:	ico.org.uk
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Contact Number:	0303 123 113
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Address:	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
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Review of Policy

- We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website www.cambridgecityhc.org or our club noticeboard regularly for any amendments. No amendments will be made retrospectively.
- CCHC Management Committee will review the Data Protection Policy every two years.