



Alton Hockey Club

Data Protection Policy and Statement to Members

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Purpose of this Policy

Alton Hockey Club keeps personal information about its past, current and future members in order administer the Club, participate in competitions and events, and monitor progress of members. This policy sets out how that information is used and how it is kept.

How Personal Information is collected

Members of the public interested in joining the Club, members, and former members of the Club can provide their personal information in the form of email, letter or other written communication, via membership forms, or directly via the Club website. All members and former members can view all their personal information via the Club website, and can update it directly – including removing elements of Personal Information except those essential for managing their participation in the club – for example date of birth, allocated shirt number etc. Members can add additional information which may assist their participation, for example a description of their playing intentions, aspirations or strengths. Exceptionally, members' information may have been transferred from legacy systems without this information which may be requested.

How information is stored, and who has access.

Information is recorded via the Club database, which is password-protected. This is hosted externally and its security and disaster recovery procedures are the responsibility of the host provider. The key Club elected personnel are able to access information about all members. This includes the Treasurer (for processing financial transactions), Secretary (for managing the list of members), Captains and Coaches (for team selection, and for collating emergency details or other information

relevant to training sessions and matches. Individuals can view and update their own Personal Information via the Club Website.

The Club subscribes to the England Hockey Safeguarding policies, and as such additional information may be collected, stored and released by the Safeguarding Officer for the processing of any such matters in accordance with the England Hockey policies.

No member, official or other associate of the Club may disclose personal information to any other person, organisation or company without the permission of the relevant member or in the case of children, their parents.

What information is stored

Only that information relevant to the administration of the member within the club may be stored. This is usually limited to contact details, date of birth (needed for competitions to verify eligibility), and information about their playing capacity (e.g. shirt number, playing position). The only Sensitive Information (as defined by the Data Protection Act 1998) shall be the medical information which may be needed to pass to a paramedic in the event of an emergency, or other relevant information which the member feels should be taken into consideration relative to their participation in hockey (for example, religious information where it affects medical treatment which may be given in the event of serious injury).

Members may volunteer additional information directly to relevant personnel (e.g. team captain) which should be used in accordance with the member's wishes.

Data Retention

Information about members, potential members or those interested in the Club may be retained for 10 years, which is the estimated period of time where a former member may be interested in re-joining the club balanced against the likelihood that the validity of the information may be called into question.

An exception may be made in the recording of information pertinent to preventing disrepute.

Statement to Members

Alton Hockey Club requires certain Personal Information in order to administer your participation in the Club, training, and competitions. This includes information about your date of birth, contact details, and information which we may be relevant if you, or your child, are injured and require medical attention while you are participating in hockey. Additionally, you may provide the Club or its officials with additional information you feel is relevant.

Any information you provide to the Club will be kept in accordance with the Alton Hockey Club Data Protection Policy, and will be treated with respect. You can view the information held about you (or your child) via the Club website.

Alton Hockey Club subscribes to the policies, procedures and practices of England Hockey, of which it is a member.