

Harleston Magpies Hockey Club Limited

Data Privacy Policy July 2026

1. General

- i) This policy outlines the personal data/information collected about members (including Parents/Carers of Junior/Youth Members (i.e. U18)), Vice Presidents, Volunteers, Officials and Supporters of Harleston Magpies Hockey Club ("Members/Data Subjects"), how such data/information is used, kept secure and relevant consent is obtained. Similar standards should be adhered to when interacting with (for example) lottery members, sponsors and alumni, those (and/or Parents/Carers of those) attending courses etc.
- ii) Because of changes in the law and developing technological solutions, Harleston Magpies Hockey Club Limited ("The Club") practices will change over time. When this happens, the club reserve the right to amend this Data Privacy Policy (without prior notice). The club will post such changes on the website as soon as is practicable and, therefore, encourage Members/Data Subjects to check the site frequently for any amendments.
- iii) The club will always aim to comply with the General Data Protection Regulation ("GDPR") when dealing with personal data/information.

2. Data / Information Collected

- i) Type (and purpose) of data/information the Club may typically collect from Members/Data Subjects:
 - a) Name, gender, mobile phone number, emergency contact details and home address – to manage the membership and operation of the club. NB – postcode analysis may be undertaken when (for example) applying for development grants.
 - b) E-mail address – to manage the membership and operation of the club and notify Members/Data Subjects of upcoming events e.g. courses, social occasions and wider fund raising initiatives.
 - c) Date of birth / age – to manage membership categories (and teams where age is relevant).
 - d) Occupation – to aid the sourcing of relevant expertise in respect of club development.
 - e) Ethnicity & Disability information – to maintain diversity data requested by (for example) Sports Governing Bodies and providers of development grants.
 - f) Relevant qualifications e.g., Coaching, Umpiring, First Aid – to aid the operation and development of the club.
NB – relevant contact information for Club Officials/Captains may be recorded in the club handbook and/or the club website.
- ii) For Youth and Junior Members (U18s), in addition to the above:
 - a) Parents/Carers name(s), phone number(s), e-mail address(es), etc. – to manage the membership of the club and enable the contact of a relevant adult in the event of an emergency.
 - b) Relevant medical conditions for U18s to make coaches etc. aware of any relevant medical conditions.
 - c) School attended – to manage and develop the membership of the club.

3. Approach to consent to store individual's data

- i) The club will seek the Members/Data Subjects consent to store personal data when they join as a member or sign up to an e-mail list or as part of each annual membership renewal process.
- ii) A member may withdraw their consent at any time to store personal data by contacting us by email (address tbc). The consequence of this is that they will no longer be a member.
- iii) If a member informs the club that they are leaving, unless otherwise agreed, personal data will be deleted. In such cases the ex-member's email address will continue to be held, in order to receive general information about the club e.g., courses, social occasions and wider fund-raising initiatives (unless they unsubscribe).

- iv) A Member/Data Subject may unsubscribe from the club email list(s). This will mean that the Members/Data Subjects may not receive information about the Club e.g. regarding meetings, courses, social occasions and wider fund raising initiatives.

4. Approach to protection of individual's data

- i) The club will only collect the data required to carry out necessary processes and aim to keep such data up to date (although there is also a responsibility on the Member/Data Subject to ensure that personal details are updated as necessary).
- ii) For 2026/27 for Members/Data Subjects (including those eligible to play adult hockey (i.e. aged 13 plus), it is anticipated, information will continue to be stored on the Teamo system as the primary database. Information may also be downloaded/recorded in a secure area to allow managers/coaches access to relevant information.
For 2026/27 for Junior Members it is anticipated, information will continue to be stored on the Teamo system as the primary database. Information may also be downloaded/recorded in a secure area to allow Managers/coaches access to relevant information.
For 2026/27 for Vice Presidents information will also be stored on Mailchimp – an email communications system.
- iii) The club also uses an e-mail communications system 'Mailchimp' – which holds data on servers in the United States of America.
- iv) Any Members/Data Subjects data that is old and out of date will be securely deleted. Previous seasons' membership lists will be retained for the purposes of (for example) checking whether an individual was previously a member.
- v) Members/Data Subjects data will wherever possible be retained within the UK or EU other than where it is transferred to a third party for the purposes of setting up a payment procedure (using a recognised online secure payment system) or (for example) as outlined in section 4, iii) above.
- vi) In the event of any breach of personal data which might expose Members/Data Subjects to serious risk, the club will advise relevant Members/Data Subjects promptly.

5. How long does the Club keep Members/Data Subjects data/information?

- i) The club will hold Members/Data Subjects personal data/information on systems as outlined in section 3. above.
- ii) The club may also retain personal data for Members/Data Subjects who become 'Inactive' – due to (for example) injury or if required by legislation/legal obligations.
- iii) On an annual basis the club will review data/information held and assess whether it still needs to be held.

6. Who else has access to Members/Data Subjects data/information?

- i) The club will not share (or sell) Members/Data Subjects personal data with/to any third parties without prior consent, except where required by law.
NB – anonymised summary data may be provided to (for example) – sporting governing bodies and grant making organisations.

7. Links to further information

- i) General information on GDPR: <https://ico.org.uk/for-the-public/>
- ii) Individual's rights under GDPR can be found via the following link:
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Review Date: July 2026

Executive Committee Approval Date: