

## Privacy Notice for our Junior Members

We, Shepton Mallet Hockey Club, have put together this note to tell our junior members how any personal details we hold are safe and secure and what to do if you have any questions or want to see what information we have. We are, what is known as, a **data controller**. This means we have control over how your details are used and who we pass them to.

Sometimes organisations like ours need to appoint an individual called a **“Data Protection Officer”** to make sure that we are being very careful with your information. We don’t need to have a **Data Protection Officer**, instead **Data Protection Compliance** is the responsibility of the Executive Committee who makes sure your details are safe.

### 1. WHAT TYPE OF DETAILS MIGHT WE COLLECT FROM YOU?

We might collect the following **personal details** about you, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number
- your birthday
- your gender
- emails / message between us
- any bank details belonging to your parent or guardian so that we can receive/make payments from/to you and details of any payment you make
- records that tell us when you were at our events, matches or competitions
- images in videos and photos of you
- records of whether you play for other clubs, or at county/national level
- details of family members and other people we might need to contact in case of an emergency
- records and assessments of any player rankings, grading or ratings, competition results, details regarding events/matches/games attended and performance including that generated through player pathway programme
- any disciplinary information or details of any issues you have with us or we have with you

### 2. SPECIAL INFORMATION

We may also hold and use what is called **“special information”** such as your colour, background and which part of the world you or your family members are originally from, whether you have any religious beliefs and any information about your health such as any injuries you have/have had or times you may not have been very well. [In the table below where we use this **special information** you will see this symbol \*] we will only use it if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it
- we need it to help us with a legal case we are involved in
- certain laws allow us to use it
- you have told us you are happy for us to use it.

In the table below we refer to these as **“special reasons”**.

### 3. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when you apply to become a member of the club, you register an account with us through our chosen online administration system, or when you correspond with us by phone, e-mail or in some other way.

### 4. HOW DO WE USE YOUR INFORMATION?

| What do we use your information for?                                                                                                                                                 | What type of information do we use                                                      | What reason do we have to use it (this is the boring legal bit)                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| To make sure your membership with us runs smoothly and we provide the very best service for you                                                                                      | All contact and membership details, any chats we have had about your likes and dislikes | We need all this information to make sure we do a good job in managing your membership with us. |
| To provide you with any services or products you have ordered from us.                                                                                                               | All contact and membership details.<br>Your parent/guardian's payment information.      | We need all this information to make sure you get the products/services you ordered.            |
| To send you relevant information including details about matches, competitions and events, membership discounts and any Governing Body updates on all formats of hockey              | All contact and membership details.                                                     | We need all this information to make sure we do a good job in managing your membership with us. |
| To send you other information we think you might find useful or which you have requested from us, including any newsletters, information about membership, events and club products. | All contact and membership details.                                                     | We want to ensure you are kept up-to-date about club activities.                                |
| To help you if you have a question or you are not happy with something we have done.                                                                                                 | Contact details and records of any chats we have had.                                   | It is in our interests to make sure we deal with any issues you have quickly.                   |

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| <p><b>*We will keep all of your details on our files.</b></p>                                                                                | <p>All of your personal details</p>                              | <p>It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership.</p> <p>Sometimes we may have to keep your details because the law tells us we have to.</p> <p>If we use any <b>'special information'</b>, we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.</p> |
| <p><b>To occasionally carry out research on what events you have attended to understand event attendance and trends within the sport</b></p> | <p>Details of the events and competitions you have attended.</p> | <p>It is in our interests to make sure that our membership is targeted and relevant for you.</p>                                                                                                                                                                                                                                                                                                                      |
| <p><b>To promote the club, our events and membership packages.</b></p>                                                                       | <p>Any photos or videos of you.</p>                              | <p>Only where you have told us you are happy to use our photos and videos.</p> <p>If you are under the age of 13 your parent of guardian must have given their consent to allow us to use our photos/video.</p>                                                                                                                                                                                                       |
| <p><b>To make sure we are keeping up with health and safety.</b></p>                                                                         | <p>Details of the events and competitions you have attended.</p> | <p>It is in our interests to make sure we provide you and others like you with a safe place to play your sport.</p> <p>Sometimes we may have to keep your details because the law tells us we have to.</p>                                                                                                                                                                                                            |
| <p><b>*To make sure our club is run well</b></p>                                                                                             | <p>All of your personal details</p>                              | <p>It is in our interests to make sure that the club is run well for our members.</p> <p>If we use any <b>'special information'</b>, we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.</p>                                                                                                                                                                                |

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| <p><b>*We will use your details to assess your performance and to find out what else we can do to help you improve your development and training with us.</b></p>                                                                                                                                                                     | <p>Details about your performance and the events or competitions you have attended.</p> <p>We might also hold details about your health and any county/national membership.</p>      | <p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p> <p>It is in our interest to improve your training and development with us.</p> <p>If we use any information about your health, we will only do so in the basis of one of the <b>'special reasons'</b> we talked about above.</p>                           |
| <p><b>*To arrange for any trip or transportation to and from an event</b></p>                                                                                                                                                                                                                                                         | <p>Any ID cards or passport information you give us, details of family members and emergency contacts, your parent/guardian's payment information and details about your health.</p> | <p>We need all this information to make sure we can make arrangement for any trip you go on.</p> <p>If we use any <b>'special information'</b>, we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.</p> <p>If you are under the age of 13 your parent or guardian must have given their consent to allow you to attend any residential events.</p> |
| <p><b>*We might use details about your health (including any injuries or disability) to make sure you are playing in a safe environment by making changes to the design of our sports facilities, to ensure you are well enough to participate and to keep track of the times you can't attend events because you are unwell.</b></p> | <p>Details about your health.</p>                                                                                                                                                    | <p>We have a legitimate interest to make sure that the environment is safe for you to train and compete.</p> <p>We will only use this <b>'special information'</b>, on the basis of one of the <b>'special reasons'</b> we talked about above.</p>                                                                                                                                           |
| <p><b>*To put together all the information we need in case there any disciplinary or other issues with your membership.</b></p>                                                                                                                                                                                                       | <p>All of your personal details.</p>                                                                                                                                                 | <p>It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport.</p> <p>If we use any <b>'special information'</b>, we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.</p>                                                                                                                |

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| <p><b>*To make sure we are fairly offering opportunities to everyone.</b></p>                                                                   | <p>Name, your birthday, gender, information which part of the world you or your family are from, details about your health and performance.</p> | <p>It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from</p> <p>If we use any ‘<b>special information</b>’, we will only do so on the basis of one of the ‘<b>special reasons</b>’ we talked about above.</p> |
| <p><b>To collect information via club surveys relating to your views on how we are performing as a Club and to improve our performance.</b></p> | <p>Your responses to club surveys.</p>                                                                                                          | <p>It is in our interests to make sure we are responding to the needs and views of our members.</p>                                                                                                                                                                                                                      |

In some case we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don’t have it, we may not be able to provide you with the best possible service.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us using the following contact details:

**Shepton Mallet Hockey Club**

Shepton Mallet Leisure Centre, 11 Charlton Road, Shepton Mallet, Somerset, BA4 5PG

<https://www.sheptonmallethc.club/contact-us>

**5. DIRECT MARKETING**

Our current policy is that we will not contact you with information about commercial products and services.

**6. WHO ELSE MAY USE YOUR DETAILS?**

We share personal information with the following parties:

- **Anyone you have said you are happy for us to send your details to.**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- **Other service providers:** for matters related to the running of the club including Shepton Mallet Leisure Centre & Whitstone School.
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security and safeguarding.

## 7. ARE YOUR DETAILS SAFE?

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

## 8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you through our membership portal. Alternatively, you can contact us by using the details set out in the "**Contacting us**" section below.

## 9. WHAT ARE YOUR RIGHTS?

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example
- to delete all of the details we hold on you (unless we have a good reason not to!)
- to stop using your details in a certain way
- to send your details to you or another organisation like a county you play for.

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

**DON'T FORGET** though, 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. More information about these rights can be found online on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>. If you are unhappy about something, please contact us at <https://www.sheptonmallethc.club/contact-us>

## 10. WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course, where we are required to do so by law, we will ask for your permission before we change the reason for using your details.



## 11. HOW CAN YOU GET IN TOUCH?

If you have any questions or a complaint, you can always get in touch with us:

### **Shepton Mallet Hockey Club**

Shepton Mallet Leisure Centre, 11 Charlton Road, Shepton Mallet, Somerset, BA4 5PG

<https://www.sheptonmallethc.club/contact-us>

#### **Revision History**

| <b>Issue</b> | <b>Date</b> | <b>Description</b> | <b>Changes made by</b> |
|--------------|-------------|--------------------|------------------------|
| V1.0         | Oct 2021    | Initial version    | Neil Billing           |