



Wigan Hockey Club GDPR Policy



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Version Control

Please ensure after updating this document that the version control section below is completed and the document saved with the new Version number.

Version	Date	Updated By	Changes Made
0.1	10/06/2020	S.O'Neill/A.Moss	Document created
0.2	23/06/2020	P.Parr	Document placed into standard club format
0.3			
0.4			
0.5			
0.6			
0.7			

Review Period

This document should be reviewed every three years by the Club Committee unless relevant changes are made to the legislation and updated as required. Any changes are then presented to the members at an appropriate EGM or AGM.

1. Forward

Why does Wigan Hockey Club have a GDPR Policy?

Wigan Hockey Club is committed to protecting and respecting your privacy. Different parts of your data are needed for different aspects of running Wigan Hockey Club. You are entitled to know about all of them. If you have any questions, you can always ask. You can even refuse our use of your data, but you need to know the impact of this; a prime example of this would be for parents with junior hockey players to consent to sharing data in the event of postponements, delay, or especially injury. For the purpose of the General Data Protection Regulation (“GDPR”), this policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The GDPR states that the personal data we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely

The following documents outlines Wigan Hockey Clubs approach to GDPR.

2. GDPR Policy

1. Summary of how we and England Hockey (EH) use your data

- Wigan Hockey Club uses your personal data to manage and administer your membership and your involvement with its teams and Club, and to keep in contact with you for these purposes. This will typically be to contact members, teams, role holders, parents, other groups within hockey. It can often include venues, dates, and times for training, matches or other activities.
- Some data is shared with the EH, who use your data to regulate, develop and manage the game. They will not usually ask for names, but genders, ages, ethnicity, or types of hockey played i.e. high level, club, mixed, veterans, juniors, indoor etc.
- The primary database we use is Google Forms. We use this to monitor and administer membership and to contact members. Aspects of your data where relevant are also shared with other bodies involved in the administration of hockey. These would include the county and regional associations, and umpire associations, and leagues.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and that you are supported appropriately.
- Where you work in a particular role within the game, such as a junior coach you may be required to undergo a Disclosure & Barring Service check.
- When you join Wigan Hockey Club you will also join Wigan Sports Club. All membership activity is administrated through Wigan Sports Club When submitting the membership form to complete the sports club membership the details will be kept and used by the Wigan Sports Club in line with their GDPR policy. These details are then passed onto us at Wigan Hockey Club

ALL THESE EXTERNAL BODIES WILL HAVE THEIR GDPR OBLIGATIONS TOWARDS US, AND THESE ARE ADDRESSED BY US DIRECTLY TO THEM.

2. What does this policy cover?

This policy describes how Wigan Hockey Club (also referred to as “the Club”, “we” or “us”. England Hockey referred to as “EH”) will make use of the data we handle in relation to our members and players.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

3. What information do we collect?

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- your date of birth,
- your ethnicity
- your home address, email address and phone number;
- your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chairman, Safeguarding Officer, Membership Secretary etc.;
- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

Some information may sometimes be required in exceptional circumstances i.e. where you or your child are involved with disciplinary issues or incidents on and off the pitch, or perhaps where there is a health and safety issue, and third parties like emergency services are involved.

4. What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We may receive information relating to your existing registrations with other clubs or bodies or disciplinary history via EH or regional, or local bodies. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and EH on the status of any DBS check you have been required to take.

5. How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:

Taking payments;

Communicating with you;
providing and arranging the delivery or other provision of products, prizes or services;

- As required by the Club to conduct our business and pursue our legitimate interests, in particular:

we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;

We will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;

- Where you give us consent:

we may handle medical or disability information you or your parent provides to us, to ensure

we support you appropriately;

On other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.

- For purposes which are required by law:

we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;

We ensure, where you will work with children that you have undergone an appropriate DBS check – this is also carried out with your consent.

Where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;

We may respond to requests by government or law enforcement authorities conducting an investigation.

6. How does EH use my information?

EH make its own use of the following information:

your name;

your gender;

your date of birth;

your ethnicity

your type of membership and involvement in particular teams at the Club, or any key role you may have been allocated, such as Chairman, Safeguarding Officer, and Membership Secretary Etc.

EH uses this information as follows:

- As required by EH to conduct its business and pursue its legitimate interests, in particular:

Communicating with you or about you were necessary to administer Hockey in England;

administering and ensuring the eligibility of players, match officials and others involved in English hockey – this may involve the receipt of limited amounts of sensitive data in relation to disabled players, where they are registered for a disabled league or team, or in relation to anti-doping matters;

Maintaining records of the game as played in England, in particular maintaining details of discipline and misconduct;

Maintaining statistics and conducting analysis on the make-up of hockey's participants; ensuring compliance with the current EH Rules and Regulations including those on the affiliation of clubs, umpiring associations, constituent bodies and other hockey bodies, and registration of players; and communicating with you to ask for your opinion on EH initiatives.

- For purposes which are required by law:

EH will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent.

EH may respond to requests by government or law enforcement authorities conducting an investigation.

7. Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above.

8. Who will we share this data with, where and when?

In addition to sharing data with the EH, we will share your data with Fixtures Live, The National Hockey League, The North West Hockey Association Umpires Association; Wigan Sports Club; Governing Hockey Associations.

Some limited information may be shared with other stakeholders in hockey, such as other clubs, Constituent Bodies, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the EU's legitimate interests in compliance with applicable laws.

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

9. What rights do I have?

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping. To exercise any of these rights, you can get in touch with us— or, as appropriate, EH or its data protection officer – using the details set out below. If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office.

We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

10. How do I get in touch with you or EH?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch by emailing,

clubwiganhockey@gmail.com

Or by writing to the Chairman, Wigan Sports Club, Parsons Walk Bull Hey, Wigan, WN1 1RU.

11. How long will you retain my data?

We process the majority of your data for as long as you are an active member and for 6 months beyond this, unless you ask us to stop. For any financial data, we are legally obliged to keep records of any financial transaction for 6 years after the date of transaction.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for 6 years from your last interaction with us.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us or the associated leagues or bodies in order to maintain a record of the game.