



Data Privacy Policy 2018 *Colchester HC*



In May 2018, the regulations surrounding how companies and organisations can hold your personal data changed. This Notice tells you how we handle your Personal Data and the rights you have, when we hold it. This Notice is intended to comply with the provisions of the General Data Protection Regulation EU 2016/679 (GDPR) which governs how Personal Data is processed within the European Economic Area (EEA).

We are always happy to explain anything which this Notice does not make clear to you.

Who are we?

Colchester Hockey Club. Our address is Circular Rd N, Colchester CO2 7SU

You will find our contact details at the end of this Notice.

We are the “data controller” for the purposes of GDPR. This means that we decide how your Personal Data is processed and for what purposes.

Your personal data – what is it?

Personal Data is data that relates to a living individual who can be identified from that data. We might be able to identify you from the data itself or by linking that data to other information we have access to. GDPR tells us how we must process your Personal Data.

What personal data do we collect?

The information we collect is volunteered by you (e.g. via online 3rd party platforms or offline registration forms), it can be

- General personal data which includes, but is not limited to, Names, Addresses, Phone numbers, Email addresses; or
- Special Category Data which includes, but is not limited to gender, racial or ethnic origin, medical information: and
- Whether you have chosen to receive future communications from Colchester Hockey Club.

How do we process your Personal Data?

We comply with our obligations under GDPR in the following ways:

- by keeping Personal Data up to date;
- by storing it securely and destroying it when it's no longer required;
- by not collecting or retaining unnecessary or excessive amounts of data;
- by protecting Personal Data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect Personal Data.



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We use your Personal Data for the following purposes:

The Colchester Hockey Club may use your personal information, such as your name and contact details, if you choose to supply it, for the following purposes:

- To perform the services that you have requested or that the Club offers which may involve contacting you by email, post or by phone;
- To manage your membership information and process payments for the organisation we run;
- To inform you of news, events, activities or services which we think you might like to hear about.
- To share your contact details with officials and other authorised people and 3rd parties for the purpose of delivering the services we offer.

What is the legal basis for processing your personal data?

- You have given us consent to use your Personal Data for the purposes given in the consent statement that you agreed to. You can see that statement on your online account.
- Where you have given us Special Category Data (such as medical data), we will have asked for and you will have given us explicit consent to store and use that information.

You always have the right to refuse to give us any information, particularly special category data.

Sharing your personal data:

Your Personal Data will be treated as strictly confidential and will be shared only with organisations whose services are required in order to provide the services we offer. We use other 3rd Parties to help us process your Personal Data so that we can offer you the best possible service.

We will only share your Personal Data with other third parties with your consent. These third parties, in turn, may rely on data processors to provide services that help them help us.

Some third parties we use may operate outside the EEA. In these cases, we will make sure that we have robust contracts in place with those third parties and that adequate safeguards exist to protect and secure your Personal Data.

When you give your consent to our holding of your Personal data you agree to us sharing your Personal Data (including special categories of Personal Data – where we have your explicit consent) with third party processors and sub-processors located both inside and outside the EEA.



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How long do we keep your Personal Data?

We keep your Personal Data for as long as you are a Member of our organisation. After you leave, we will keep your information for no longer than we reasonably need. Usually, this will be for a period of 3 months following the issue of our annual renewal notice. We realise that members circumstances change and they are not always in a position to renew immediately. However, after this time, you will be sent a final reminder before being removed from our membership lists as it will be assumed you no longer wish to renew and be a member of the Colchester Hockey Club.

Your rights and your Personal Data.

Under GDPR you have the following rights with respect to the Personal Data we hold on you:

- The right to request a copy of the Personal Data which we hold about you, without any charge.
- The right to request that we correct any Personal Data found to be inaccurate or out of date.
- The right to request that your Personal Data is erased where it is no longer necessary for us to keep it.
- The right to withdraw your consent to the processing we carry out at any time.
- The right to request that we provide you with your Personal Data and, where possible, to send that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to ask us to restrict further processing.
- The right to object to the processing of Personal Data.
- The right to lodge a complaint with the Information Commissioners Office and to seek legal recourse.

Further processing

If we wish to use your Personal Data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use. We will do this before we start processing for the new use. We will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

If you have a problem, complaint or, if there is something you don't understand, please contact us first using the following:

Colchester Hockey Club at Colchesterhc.membership@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.