Crowborough Hockey Club – GDPR Statement

Introduction

The General Data Protection Regulations (GDPR) came into effect on 25 May 2018. Crowborough Hockey Club (the Club) takes its responsibilities for data protection very seriously and the information below explains the reasons why the data is needed for the day-to-day running and management of the Club.

What Information The Club Holds and Why

- **Contact Information**

  The information that we hold about you enables Club Officials (Committee Members and Team Captains and Vice Captains) to contact you about matches and events, both hockey-related and social/fundraising. This includes your address, home and mobile telephone numbers, and email address(es).

- **Other Personal Information**

  Your date of birth and gender is used to provide England Hockey with demographic information for Club Affiliation purposes. Knowing the date of birth for our Under 18 members is particularly important so that we can make sure you are playing in the correct team in the league and tournaments which are organised during the season.

- **Next Of Kin and Medical Details**

  We also retain information which would enable Captains and Vice Captains to contact your next of kin and deal with ambulance or hospital staff in the event of you being injured whilst playing hockey.

  Medical information covers details of allergies and medical conditions that you may have.
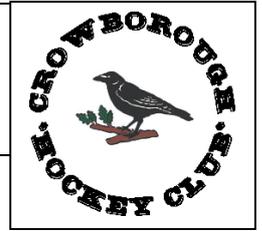
- **Subscriptions**

  The subscriptions you pay are recorded. This not only helps us to check the correct amount is being paid, but also forms an important part of our accounts which are audited each year.

  Since subscriptions are paid by Standing Order (or cash for those who attend the Junior Saturday Morning training sessions), we do not retain any information about your bank account.

- **Umpiring Record**

  The Umpiring Co-ordinator for the Club holds the names of those who umpire/are able to umpire matches, together with dates of matches where they have umpired.

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Storage of Data

The electronic information which is held about you is contained within a spreadsheet. This file is stored in The Cloud, with back-up copies being held on a password-protected computer. Access to the spreadsheet is restricted to the Club's Membership Secretary and Treasurer, who then run reports as required for the Committee and Team Captains.

In addition to the electronic data held, copies of Membership Forms are also retained by the Membership Secretary and subscription information on bank statements is held by the Treasurer.

Information regarding Club umpires is held separately by the Umpiring Co-ordinator in a spreadsheet and stored in the Cloud and accessed on a password-protected PC.

Your Data And Third Parties

In the day to day running of the Club, your information is not passed on to any third parties. The sole exception to this is if the Club identifies Under 18 members who are put forward for Sussex Hockey. This would not happen without the prior agreement of the Member's Parent or Guardian.

Your Data – COVID-19

From the beginning of the 2020-21 season, CHC is required to keep a record of any person playing hockey at each training session or match, to meet the 'Track and Trace' requirements.

Anyone wishing to play hockey will be asked to register at least 48 hours before the start time of your first training session or match, using the England Hockey Participation Agreement. For each and every session of hockey, you will be asked to confirm your attendance using a QR code, and your data in relation to this session will be stored for 21 days. Thereafter, your data for that specific session will be deleted.

What Happens To Your Data If You Are No Longer An Active Member?

If you leave the Club, you may ask for your data to be deleted, although it would be necessary to retain your name and subscription information for accounting and auditing purposes.

If You Believe There Is An Error In The Data Which Is Held About You

Please contact the Membership Secretary if you believe there may be an error in the data which is held.