



Suttonians Hockey Club

Data Privacy Policy

Effective 25th May 2018

1. About this Policy

Suttonians Hockey Club takes privacy and protection of your personal data very seriously. This policy document explains what personal information we collect about our members, coaches, volunteers, when we collect it, how we use it and keep it secure and your rights in relation to it.

2. Who we are

Suttonians Hockey Club is affiliated with the Leinster Hockey Association and Irish Hockey.

Throughout this document, 'Club', 'we', 'us', 'our' refers to Suttonians Hockey Club.

Suttonians Hockey Club can be contacted at:

- suttonians@gmail.com

3. What information we collect and why

The Club may at various times collect certain information with regard to all of the following – members, coaches, volunteers.

The type of information we may collect includes the following:

- Names
- Contact Details including Address, Phone numbers, email address etc.
- Date of Birth
- Gender
- Emergency Contact Details
- Medical Conditions

The Club uses personal information for the following purposes:

- Management of Club membership including application and renewals
- Planning and management of Club member hockey, social, and fundraising events
- Planning and management of Club & Open hockey training courses and events.
- Marketing and promotion of our courses, membership, products, and events.
- To help improve our services including membership, events, and courses.

4. How we collect information about you

The Club will collect certain information from you in the following situations:

- Membership application and renewal
- Enrolment in one of our training courses
- Enrolment in one of our hockey camps
- Recruitment of hockey coaches and volunteers
- Subscribe for marketing information
- Request information on our membership, courses etc.
- Executing payment (online or otherwise) for a service or product provided by the Club.
- Communicating with the Club by email, phone, or letter
- Visiting and interacting with our website and social media accounts.

5. How we protect your personal data

The Club is committed to ensuring that all personal information is secure, and we have implemented generally accepted technical, and organizational measures including logical, physical and management procedures in order to protect personal data from unauthorized access, use, disclosure or loss.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we may take from you online we will use a recognized secure payment system.

6. Who else has access to the information you provide us

In becoming a member or renewing your membership of Suttonians Hockey Club, your personal information will be used to include you on updates of operational activity and our newsletters.

We may share certain information about you (name, age, date of birth, school) with the Leinster Hockey Association and or Hockey Ireland for registrations for various league and cup competitions and for training panels.

We will never sell your personal data and we will not transfer your personal data outside the EU without your consent.

7. How long do we keep your information

The Club determines suitable retention times for your personal information based on the purposes for which it is required. We will not hold personal information longer than necessary and will delete personal information when it is no longer required.

As an example, we will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it.

If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. the establishment exercise or defence of legal claims.

8. Your personal information rights

When Suttonians Hockey Club collects personal information in relation to one of our services or products you as the data subject have rights with regard to that data including:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself or to another business in certain circumstances

If you have any queries, questions, or comments on the information contained in this policy document or you require more details regarding our data processing practices please address your request to:

Hon. Secretary – suttonians@gmail.com

9. Making a complaint

You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner:

Data Protection Office, Canal House, Station Road, Portarlinton, R32 AP23
Co. Laois

www.dataprotection.ie