

What we need

Stepps Hockey Club will be a “controller” of the personal information that you provide to us in this form / through this website, etc.

Members’ personal data:

When you register as a member of Stepps Hockey Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16 we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, etc.;
- membership criteria / category – for example, athlete, parent, volunteer, etc.;
- payment details – bank account number, sort code, card details, etc.;
- participation details – for example, parent, athlete, etc.;
- health information that may affect your ability to play hockey;
- equality information – for example, disability, etc.; and
- PVG membership, IP address, etc.

Volunteers’ personal data:

When you volunteer with Stepps Hockey Club, we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, etc
- participation details – for example, parent, committee, etc.
- equality information – for example, disability, etc.
- PVG membership, IP address, etc.

Why we need your personal information – contractual purposes

Members’ personal data:

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- provide you with core member services, including training, registration with governing bodies, insurance, licensing, voting, etc.
- send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees’ information, training information etc.; and

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Participants’ personal data

When you book a place with us for and attend a coaching course, competition, event, training course, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition, event, etc. If you do not provide us with all of the personal information that we need to collect then this make affect our ability to book your place.

Why we need your personal information – legitimate purposes

Members' personal data:

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in hockey by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
 - provide competition in hockey by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
 - monitor and develop participation in hockey by monitoring members' engagement and participation through hockey and inviting our members to participate in surveys for researching and development purposes;
- Driven by partnership www.harpermacleod.co.uk
- invite our members as award winners or guests to our annual awards dinner which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
 - develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and
 - respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to hockey. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on beccaf_10@msn.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Volunteers' personal data:

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on beccaf_10@msn.com. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants, athletes, etc. for the purposes of complying with our obligations under:

- the Companies Act 2006 / Charities and Trustee Investment (Scotland)

Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Hockey for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

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Scottish Hockey members' personal data

As an affiliated club of Scottish Hockey we are required to ensure that all of our members are members of Scottish Hockey as a condition of our affiliation.

We will share your name, contact details and date of birth with Scottish Hockey who will become a controller of your personal information when they receive it.

Scottish Hockey's privacy notice explains how they use your personal information and can be accessed here <https://www.scottish-hockey.org.uk/governance/privacy-policy/>

Athletes' / Participants' personal data

We publish the results of our competitions on our website (and share this information with Scottish Hockey and Women's West District Association). This includes competitors' name and result.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by our staff / volunteers for the purposes set out above.

How long we keep your personal information

Members' personal data

We will only keep your personal information for as long as necessary to provide you with membership services.

Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 6 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Stepps Hockey Club and for how long.

We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Stepps Hockey Club.

Athletes' personal data

We keep our athletes' personal information for 10 years.

Your rights

You can exercise any of the following rights by writing to us at beccaf_10@msn.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Stepps Hockey Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.