

## NORWICH DRAGONS HOCKEY CLUB PRIVACY NOTICE FOR OUR MEMBERS

By choosing to become a Member of Norwich Dragons Hockey Club, you agree to comply with our policies and codes of conduct published on our website. One of these Codes of Conduct is RESPECT which sets out how we expect Club Members to respect others whilst being members of the Club. In return, the Club is committed to respecting the personal data you provide as part of your membership. This Privacy Notice is intended to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **Norwich Dragons Hockey Club**.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our Data Protection Compliance Manager has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

### 1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, postal address, email addresses and telephone numbers;
- date of birth;
- gender;
- membership type, start and end date;
- references and other information included in a CV or cover letter or as part of the application process for membership;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- payment records you provide so that we can track payments from you and details of the financial transactions with you;
- records of your availability and attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings;
- details of next of kin and emergency contacts, including doctor;
- records of competition results, details regarding events/matches/games attended and performance (including that generated through player pathway programme);
- any disciplinary and grievance information; and
- your shirt number.

Additional optional information requested:

- occupation, school/college/University attending;
- umpire qualification or interest in attending an umpiring course, coaching qualification or interest in attending a coaching course and interest in helping with Young Dragons;
- relevant courses attended, current DBS/CRB check and other useful skills;
- preferred playing position, level of play and aspirations.

### 2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your ethnicity and any disability (optional disclosure); and
- information about your health, including any allergies, regular medication and long term injury or illness relevant to your ability to play hockey or in the event of injury.

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.

In the table below we refer to these as the “special category reasons for processing of your personal data”.

We may request that you complete a Disclosure & Barring Service (DBS) check if you have a role recommended by England Hockey to be checked. A DBS (previously CRB) enables England Hockey and its clubs/associations to make informed recruitment decisions. Any individuals wishing to work with young people in hockey are required to undertake an enhanced DBS check and/or barred list check.

### 3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, some basic information via secure email and then via a Membership Form completed and handed/posted to our Membership Secretary or emailed to us. When you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

We also may collect personal information about you from any third party references you provide as part of the application process for membership.

Your availability for events and your specific requests for those events will be collected via your secure personal link on the [www.norwichdragonshc.co.uk](http://www.norwichdragonshc.co.uk) website.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights in relation to personal information” section below.

### 4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this. Ultimately it is to enable you to be a fully paid up member of Norwich Dragons Hockey Club and to receive as much information about playing and watching hockey as possible.

Purpose	Personal information used	Lawful basis
<b>To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or enquiries made by you</b>	All contact and membership details, transaction and payment information, records of your interactions with us.	This is necessary to enable us to properly manage and administer your membership contract with us.
<b>To arrange and manage any events you might be interested in attending</b>	Contact details, transaction and payment information.  Records of your interactions with us.	This is necessary to enable us to properly administer events that you wish to attend.
<b>To send you information which is included within your membership, including details about advanced ticket information, competitions and events, partner offers and discounts and any updates on</b>	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us.

<b>hockey</b>		
<b>To answer your queries or complaints</b>	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
<b>Retention of records</b>	All the personal information we collect.	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<b>The security of our IT systems</b>	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
<b>To conduct data analytics studies to better understand event attendance and trends within the sport</b>	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
<b>For the purposes of promoting the club, our events and membership packages.</b>	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
<b>To comply with health and safety requirements</b>	Records of attendance, medical information about your health.	<p>We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<b>To administer your attendance at any courses or programmes you sign up to</b>	All contact and membership details, transaction and payment data. Details of any county membership and performance data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.
<b>To arrange for any trip or transportation to and from an event</b>	Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	<p>This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event.</p> <p>We process special category personal data on the basis of the “special category</p>

		reasons for processing of your personal data" referred to in section 2 above.
<b>To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our sports facilities.</b>	Health and medical information	We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.
<b>To gather evidence for possible grievance or disciplinary hearings</b>	All the personal information we collect	<p>We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.</p> <p>We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<b>For the purposes of equal opportunities monitoring</b>	Name, title, date of birth gender, information about your race or ethnicity and health and medical information	<p>We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible.</p> <p>We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.</p>
<b>To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements</b>	Information about your criminal convictions and offences	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the

same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

## 5. DIRECT MARKETING

**Email marketing:** from time to time, we may contact you by email with information about products and services we believe you may be interested in related to your membership, for example tickets for England Hockey events or fundraising for the Club.

We will only send messages to you if you have agreed to be on our email distribution list. You can then let us know at any time that you do not wish to receive marketing messages by emailing [info@norwichdragonshc.co.uk](mailto:info@norwichdragonshc.co.uk)

**Social Media marketing:** from time to time, we may contact you by social media with information about products and services we believe you may be interested in related to your membership, for example tickets for England Hockey events or fundraising for the Club.

Our social media is optional to all members and you can remove yourself from our social media at any time.

Club members are requested not to use the Club's social media to promote matters that are not directly related to the Club or Hockey.

## 6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share some of your personal information with the following parties:

- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level. More sensitive personal information this is shared anonymously, for example how many male players in a specific age range.
- **Other service providers:** for example, payment processors, contractors or suppliers and IT services.
- Our supply chain partners and sub-contractors, such as kit suppliers, couriers, import/export agents, shippers;
- **Our Commercial Partners:** for the purposes of providing you with information on any tickets, special offers, opportunities, products and services and other commercial benefits provided by our commercial partners, as part of your membership package;
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

## 7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to countries outside of the UK and the European Union for organisations to use overseas, however data is stored on products such as Google Drive and email systems based on Google and these services are provided using servers outside the UK and the European Union.

## 8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 7 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 24 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can contact us by using the details set out in the "**Contacting us**" section below.

Any Club official that leaves the Club or stands down from a role must commit to deleting any club member information they held in their privileged role once they are no longer in office. Current and Former Club Officials are not permitted to use club member data for anything outside their elected role.

## 9. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

## 10. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

## 11. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [info@norwichdragonshc.co.uk](mailto:info@norwichdragonshc.co.uk) or write to us at Norwich Dragons Hockey Club, C/O Goals Soccer Centre, Hall Road, Norwich, NR1 2GB.