



## GENERAL DATA PROTECTION REGULATION (GDPR)

### What we need

Aberdeen Hockey Club (AHC) will be a 'controller' of the personal information that you provide to us.

When you register as a member of AHC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18, we will ask you for the following personal information.

- **Contact Details** – name, address, email address, phone number, date of birth etc
- **Membership Category** – adult, student, under 18, volunteer
- **Equality Information** – ethnicity, disability etc

### Why we need your personal information (Club purposes)

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 member services, for example, insurance
- Send you membership communications (via email or phone) in relation to essential membership services including; general meeting notices, membership renewals, membership fees etc
- 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 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
- Invite our members to our awards dinner, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners
- Develop and maintain our members' qualifications, including sending 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
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to hockey. Details re complaints and disciplinary procedures, for example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action etc.
- We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PCG 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 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.

Where we process your personal information, you have the right to object to us using your personal information for the above purposes.

### Why we need your personal information (legal obligations)

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches are able to undertake work with children and adults
- Our SportScotland regulatory requirements
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary



### **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 for promotional 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 and Safety Executive, Disclosure Scotland, and Police Scotland for the purpose of safeguarding children.

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.

As a registered member of AHC we are required to ensure that all of our members are members of Scottish Hockey.

We will share membership details 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 via their website ([www.scottish-hockey.org.uk](http://www.scottish-hockey.org.uk)).

### **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 committee for the purposes set out above.

### **How long we keep your personal information**

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 delate your personal information where you have not renewed your membership with us for 3 years.

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

### **Your rights**

You can exercise any of the following rights by contacting AHC.

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
- If you believe that any of your information is inaccurate or incomplete, you have the 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
- If you wish us to delete your personal information, you may request that we do so

Any requests received by AHC 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.uk](http://www.ico.org.uk).