



Kinsale Hockey Club Privacy Notice

Objective

This Privacy Notice outlines the privacy practices employed by Kinsale Hockey Club (KHC) with regard to our members, prospective members, coaches, committee and associates. It is intended to help you understand what Personal Data we collect about you, why we collect it, and what we do with it. For the purpose of the Data Protection Acts 1988 and 2003 (as amended) and the General Data Protection Regulation EU 2016/679 (GDPR), the data controller is Kinsale Hockey Club, c/o Sáile Sports and Community Centre, Cappagh, Kinsale, Co. Cork. KHC is committed to protecting and respecting your privacy, in compliance with these acts.

Definition of Personal Data

“Personal Data” is any information relating to an identified or identifiable natural person (“Data Subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier such as a user IP addresses or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person and includes Special Categories of Personal Data as outlined in the GDPR EU 2016/679.

Type of Personal Data that is collected and processed

The type of Personal Data we collect is determined by the nature of our relationship with you. Any Personal Data that you voluntarily submit to us will be treated in confidence. The Personal Data we collect may include:

- Your name and contact details, including your phone number and email address;
- Your child’s name, gender and date of birth;
- Your child’s school and class;
- Any medical condition your child may have that is relevant to his / her participation with KHC;
- Membership forms;
- Your signature;

- Email / text message and WhatsApp correspondence between you and KHC;
- Details of financial transactions;
- A record of parental consent for the use of group photographs / videos containing your child on the KHC web-site and / or social media;
- A record of parental consent for KHC to store your / your child's personal data;
- A record of parental consent that you / your child will adhere to the KHC Code of Conduct;
- Attendance sheets;
- Name and phone number of an emergency contact person;
- Garda vetting information (for coaches);
- Training records;
- Committee meeting minutes.

Website data

We do not collect statistical or other analytical data.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

The purpose for collecting and processing your Personal Data

- to fulfil our membership obligations;
- to ensure we have emergency next of kin contact details for our junior members;
- to safeguard the welfare of our junior members;

- to provide relevant information to Hockey Ireland, our governing body;
- to send you relevant information regarding training / competitions etc.;
- to notify you of any cancellations of training;
- to maintain an accurate waiting list;
- to maintain club records;
- to maintain accounts records.

Our legal basis for collecting and using this information in accordance with the provisions of this Data Privacy Notice is that you have provided consent to us for the use of your Personal Data.

Where you have provided consent for the use of your Personal Data, you can withdraw it at any time by emailing kinsalehockeyclub@gmail.com, however, this will not affect the lawfulness of processing, which was carried out based on your consent prior to its withdrawal.

Disclosure of Personal Data to a third party

We are obliged to notify Hockey Ireland, our national governing body, of members' names and dates of birth.

The mobile phone number you supply will be used in group WhatsApp messages for training and other important notifications sent by coaches. It will therefore be visible to other members of the group.

We include photographs / video images of club members, coaches and committee members on the HKC website and social media. They are used in the context of giving profile to our training and organised events. KHC is committed to adhering to best practice with regard to child safety and protection. We will not use you or your child's name or photograph without your specific consent.

Transfer of your Personal Data outside of the EU

We will not transfer your Personal Data outside of the EU.

How we secure your Personal Data

Your personal data will only be used for the purposes you supplied it. We are committed to ensuring that your information is secure.

Your rights

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your Personal Data:

- Right of access;
- Right to rectification;
- Right to erasure;
- Right to restriction of processing;
- Right to object;
- Right to data portability.

In order to exercise any of the rights relating to the above, please email us at kinsalehockeyclub@gmail.com, stating 'Data Protection' in the subject field.

Retention

We will hold your Personal Data for as long as:

- you or your child is a member of KHC or trains with the club;
- you are a coach or committee member;
- your child is on the KHC waiting list.

We will continue to hold your Personal Data for a further 6 months maximum after the durations stated above. This allows us an opportunity to finalise our administration at the end of our training season and complete the handover process to new committee members, as appropriate.

Changes to this Privacy Notice

This Privacy Notice is effective from 25th May 2018. We reserve the right to update this notice at any time. Any changes to this notice will be posted on our web-site.

Questions or complaints

If you have any questions regarding this Privacy Notice you may contact us at kinsalehockeyclub@gmail.com, stating Data Privacy in the subject matter.