



Wychwood Ladies Hockey Club

GDPR - Data Protection Policy

In accordance with new data protection regulations to prevent loss, theft and unauthorised access to personal information, all members of the Club including Club Officials are required to read this Policy and sign the Data Protection Statement.

1. On registering with the Club, you are required to complete a registration form. Personal information such as name, date of birth, contact telephone numbers, address, email address and any medical conditions which are relevant to the club are required upon registration. You can contact the Secretary at any time if you want to request the data we hold about you.
2. All personal information is stored securely with the Club Captain including medical forms and is treated with the strictest confidentiality. Information is shared with Club officials on a need-to-know basis. Any electronic databases are password protected and only used for the purposes of:
 - Maintaining our membership database
 - To inform you of selection for teams or invitations to club events.
 - Contacting you with information pertinent to your membership and other matters which we feel may be of interest to you.
 - Marketing of the club.
 - Internal use to help us improve our services and to help resolve any problems.
 - We may share generic information such as ethnicity to England Hockey.
3. As soon as you inform the Club Secretary of your intention to leave the Club we will delete your personally identifiable information within a year of the date you resign your membership. Sometimes we may need to keep this information for longer for financial or safeguarding purposes.
4. Personal information of Club Members, will not be passed on to Third Parties for marketing purposes and only passed for purposes of safety or security. Club Officials contact details will be available on other hockey sites e.g. OHUA.
5. Photos and video footage may be used on our social media platforms (Twitter, Facebook and Instagram) with prior agreement by the participants (unless permission is already granted by signing the Data Protection Statement) for publicising the Club within the community.
6. The Club will never disclose personal information to third parties without authorisation, unless in the case of an accident/emergency when information may be given, if known, to emergency services.
7. Personal information can only be accessed by Club Captain and Vice Captain.
8. Club volunteers that organise events such as Charity events and Wychwood Lottery on behalf of the Committee will adhere to this Data Protection Policy.