

Botanic Hockey Club

Data Protection Policy 2018

Under European Legislation the General Data Protection Regulation (GDPR) came into force on May 25th, 2018. Botanic Hockey Club ("Club") has adopted this GDPR regulation in its membership application process

- Personal data ("Personal Data") will be used by the Club for the contractual purpose of registering (or re-registering) and maintaining Membership.
- Personal Data will be retained by the Club for such period as a Membership exists and for as long afterwards as it is in the Club's legitimate interest to do so.
- Membership can be terminated by writing to the Club or the Leinster Hockey Association ("LHA")/ Hockey Ireland ("HI") and Personal Data will be erased.
- Personal Data will also be used for administrative purposes to maintain Membership and in normal Club business.
- Personal Data is required for Membership of the Club and registration with the LHA/HI.

Club Data Protection information must be noted and permission for the use of Personal Data given by checking the relevant boxes on application for membership/registration.

Consent for retention and processing of data can be withdrawn at any stage by writing to the Club.

The Club reserves the right to amend this Policy from time to time without prior notice. Amendments will not apply retrospectively.

IMPORTANT INFORMATION

The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation. It is intended to inform you of how the Personal Information provided will be used, by whom and for what purposes. If you are unclear on any aspect, or want any further information, please contact Botanic Hockey Club.

What is Personal Data?

Personal Data means any information from which a person can be identified such as a name, address, pps number, date of birth, telephone number, email address, bank details etc.

Who is the data controller?

The Club is the Data Controller of the Personal Data and contact details for the Club are as follows: Botanic Hockey Club c/o 11 Cremore Villas, Glasnevin, Dublin 11, Ireland.

What is the purpose of processing my Personal Data?

Your Personal Data is collected and processed in order to register and maintain your membership of the Club and the LHA and HI. It is also required for running the normal business of the Club including informing you of training, matches, events and fundraisers.

Will anyone else receive a copy of my Personal Data?

Your Personal Data can be accessed by certain parties of Botanic Hockey Club including Committee Members, Selectors and Coaches in accordance with our data protection policy for legitimate club administration purposes. We may pass your personal data to third parties including service providers as part of the day to day club activities (e.g. to compile membership database and allow online payment of subscriptions). However, we disclose only the personal data that is necessary for the third party to deliver the service. Some of your personal data will be shared with the LHA, HI and the Club insurers. We will never sell your personal data.

Where is your Personal Data stored?

Your data will be stored electronically by MyClubFinances, Fifth Floor, Dock Gate, Dock Road, Galway, Ireland. It will also be securely stored electronically by Botanic Hockey Club Committee Members and certain other parties within the club who have a legitimate reason for maintaining the information (e.g. selectors), for use as part of the day to day operations of the club. Please see www.botanichockeyclub.com for details of committee members. Any information will be stored using generally accepted standards of technology and operational security.

Personal data will also be stored by the LHA/Hi. Please see details of the LHA privacy policy at http://www.leinsterhockey.ie/contentPage/10039600/g_d_p_r-data_protection and the HI data policy at http://www.hockey.ie/hockeyireland?content_page=DataProtection

We will not transfer your personal data outside the EU without your consent.

Who are MyClubFinances?

MyClubFinances are a “data processor” who host the databases on which your information is stored. We have a contract in place with MyClubFinances to ensure your Personal Data is stored safely and securely.

How long will your Personal Data be stored for?

Your Personal Data will be held for the duration of your Membership and it will be deleted by us in the event that you resign your Membership. However we may retain your Personal Data after your Membership ceases for as long afterwards as it is in the Club’s legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it.

How can I obtain a copy of the Personal Data held by the Club/LHA/Hi/MyClubFinances?

You have the right to request a copy of all of your Personal Data and can do so by contacting us.

What are my privacy rights relating to my Personal Data?

You have the right to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing - You can do so by contacting us.

Where can I get further information?

Further information regarding your rights can be obtained through the **Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois**, or on the website www.dataprotection.ie

How do I make a complaint or report a breach?

Should you wish to make a **complaint or report a breach** under in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner using the following email address: info@dataprotection.ie
