



# Portrane Hockey Club

## Data Privacy Policy

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## About this Policy

This policy explains when and why we collect personal information about our members and others, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website ([www.Portranehockeyclub.com](http://www.Portranehockeyclub.com)) for any amendments (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. For the purposes of the GDPR we will be the “controller” of all personal data we hold about you.

## Who are we?

### 2.1 We are

The Portrane Hockey Club

[secretaryportranehc@gmail.com](mailto:secretaryportranehc@gmail.com)

## What information we collect and why.

- Managing member information for the club for the purposes of our legitimate interests in the operating the hockey club’s members base.

The Type of Information purposes processing members (Parents/ Guardians) name, address, telephone number, email address, Bank Account details, date of birth, Male/Female.

### Storing details

- Using the MyClub Finances processing portal, please note the member will have access to the relevant data using the MyClub Finances Portal. Please refer to the GDPR Policy.
- Using the Leinster Hockey Association registration Portal, for the purpose of player registration
- Using telephone number to register in the WhatsApp Groups for event and match announcements only

- Managing the volunteer information of the club for the purposes of our legitimate interests in operating hockey and provide safety in accordance to the child protection act

The Type of Information purposes processing Volunteers name, address, telephone number, email address, date of birth, Male/Female.

### Storing details

- Using the Club child protection Offices safe storage facilities

- Using the An Garda Síochána vetting Portal
- Managing the Clubs contract with the Club head coach for the purposes of our legitimate interests in operating the Contract.

The Type of Information purposes processing Coach name, address, telephone number, date of birth, Bank Account details, social security details

Storing details

- Using Club secretary storage facility
- Using the Revenue online Portal
- Managing events and player development for the legitimate interests of the promoting players, teams and events we use Photos and videos of members we put on the Portrane Hockey site, Social Media pages and press releases on local media channels. We will seek the players consent on their registration form and the player may withdraw their consent at any time by contacting us by e-mail or letter.

The Type of information purposed processing the Member's name and e-mail address

We will seek the Member's consent on their online membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.

## How we protect your personal data.

- We will not transfer your personal data outside the EU without your consent.
- We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alternation or destruction. (See above portal references)
- Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- For any payments which we take from you online we will use a recognised online secure payment system. This service will be provided by MyClub Finances.
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## Who else has access to the information you provide us?

- We will never sell your personal data.
- We will not share your personal data with any third parties without your prior consent
  - This will be obtained annually on the online membership portal
  - Third party involved is Leinster Hockey Association and My Club Finances

## How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Portrane Hockey Club and for as long afterwards as it is in the Associations 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. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to able to comply with future legal obligations, e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

- We securely destroy all financial information once we have used it and no longer need it.

## Your rights

You have rights under the GDPR:

- (1) To access your personal data
- (2) To be provided with information about how your personal data is processed
- (3) To have your personal data corrected
- (4) To have your personal data erased in certain circumstances
- (5) To object to or restrict how your personal data is processed
- (6) To have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner. info@dataprotection.ie Data Protection Commissioner Canal House Station Road Portarlinton Telephone +353 57 8684800 +353 (0)761 104 800 Lo Call Number 1890 252 231 Fax +353 57 868 4757 For more details, please address any questions, comments and request regarding our data processing practices to [secretaryportranehc@gmail.com](mailto:secretaryportranehc@gmail.com)