



# **JERSEY HOCKEY**

**Privacy Policy Document**

# Jersey Hockey Limited – Privacy Policy

At Jersey Hockey we are committed to respecting your privacy. This privacy notice is to explain how we may use personal information we collect before, during and after your involvement with us. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

This notice applies to you, or to the person(s) you are contacting us on behalf of, if you or they have contacted Jersey Hockey to receive information about getting involved further with hockey in Jersey.

We have implemented a GDPR working group to oversee our compliance with data protection laws and they have overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

At Jersey Hockey we are committed to ensuring that your personal information is protected and never misused. We protect that information carefully and handle it with discretion. We are open and transparent about its use. For your peace of mind, we have explained precisely what information we collect, why we collect it, how we protect it, and the controls you have to change it or to delete it.

Maintaining your trust is important to us and as our technology, laws and collection and uses of data continue to change, we will always aim to put your privacy first.

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## What personal information do we collect?

We aim to hold the minimum level of personal information as possible for members, as described below. We are only interested in personal details that are required to run hockey in Jersey, to manage the sport on your behalf and to ensure that hockey is run safely, with due care for our members and efficiently, to provide you with the service that you expect from us.

Personal information is defined by us as any information that could be used to identify you or another individual. We collect personal information about you in order to ensure you are registered as a member of Jersey Hockey and so that we can contact you should we require to do so.

When you sign up for membership with Jersey Hockey you may provide us with or we may obtain personal information about you such as information regarding your:-

1. Personal contact details that allows us to contact you directly such as name, title, address, email addresses and telephone numbers.
2. Date of birth, gender, membership details including start and end date, records of interactions with us such as telephone conversations, emails and other correspondence.
3. Your instructions to us; bank, credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you.
4. Records of your attendance at any events or competitions hosted by us; images in video and/or photographic form.

**Information Collected from Players/Participants** - If you are a player/participant who has registered his/her interest in participating in the sport competitively, you may also provide us with or we may obtain the following additional personal information from you: details of next of kin, family members and emergency contacts. We may also collect from you any records and any player assessments, competition results, details regarding events/matches/games attended and performance (including that generated through England Hockey's player pathway programme). We may also obtain any disciplinary and grievance information. We may also obtain details required for the purposes of awarding grant funding.

**Information Collected from Coaches and officials (including Team Managers)** - if you attend any coaching courses or similar you may also provide us with or we may obtain any coaching code or official number, your current affiliated club or other organisation (if applicable), coaching/teaching qualifications and/or officiating

history and any player rating (if any), accreditation/qualification start and end date and identification documents such as passport, utility bills, driving licence etc for such uses as criminal records checks.

## **Special Categories of Personal Information**

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you such as information about your health, including any medical condition, health and sickness records, medical records and health professional information;

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that:-

1. The processing is necessary for reasons of substantial public interest, on a lawful basis.
2. It is necessary for the establishment, exercise or defence of legal claims.
3. It is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law.
4. Based on your explicit consent.

We may also collect criminal records information from you. For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

## **Information you share with Jersey Hockey:**

We collect personal information that you share with us when you register with or interact with us through our website, various apps, email or telephone. Through these interactions you may share with us: your name, address, e-mail address, date of birth, contact numbers, medical information and payment information. In some circumstances, we will need that information to be able to provide you with the relevant hockey-related product or service that you have asked for.

When updating your account information you will be asked to provide us with information. All of that information is optional, which means that you can choose whether or not to provide it; you can also ask us to delete it at any time by contacting Jersey Hockey at [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk).

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your controls and choices” section below.

## **Information from your online interactions**

Among the types of Personal Data that this Website collects, by itself or through third parties, there are: Cookies, Usage Data and email address. Complete details on each type of Personal Data collected are provided in the dedicated sections of this privacy policy or by specific explanation texts displayed prior to the Data collection. Personal Data may be freely provided by the User, or, in case of Usage Data, collected automatically when using this Website.

Unless specified otherwise, all Data requested by this Website is mandatory and failure to provide this Data may make it impossible for this Website to provide its services. In cases where this Website specifically states that some Data is not mandatory, Users are free not to communicate this Data without consequences to the availability or the functioning of the Service.

Users who are uncertain about which Personal Data is mandatory are welcome to contact the Owner. Any use of Cookies – or of other tracking tools – by this Website or by the owners of third-party services used by this Website serves the purpose of providing the Service required by the User, in addition to any other purposes described in the present document and in the Cookie Policy, if available.

Users are responsible for any third-party Personal Data obtained, published or shared through this Website and confirm that they have the third party's consent to provide the Data to the Owner.

## **Mode and place of processing the Data Methods of processing**

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The Owner takes appropriate security measures to prevent unauthorized access, disclosure, modification, or unauthorized destruction of the Data. The Data processing is carried out using computers and/or IT enabled tools, following organizational procedures and modes strictly related to the purposes indicated. In addition to the Owner, in some cases, the Data may be accessible to certain types of persons in charge, involved with the operation of this Website (administration, sales, marketing, legal, system administration) or external parties (such as third-party technical service providers, mail carriers, hosting providers, IT companies, communications agencies) appointed, if necessary, as Data Processors by the Owner. The updated list of these parties may be requested from the Owner at any time.

## **Legal basis of processing**

The Owner may process Personal Data relating to Users if one of the following applies:

- Users have given their consent for one or more specific purposes. Note: Under some legislations the Owner may be allowed to process Personal Data until the User objects to such processing (“opt-out”), without having to rely on consent or any other of the following legal bases. This, however, does not apply, whenever the processing of Personal Data is subject to European data protection law;
- provision of Data is necessary for the performance of an agreement with the User and/or for any pre-contractual obligations thereof;
- processing is necessary for compliance with a legal obligation to which the Owner is subject;
- processing is related to a task that is carried out in the public interest or in the exercise of official authority vested in the Owner;
- processing is necessary for the purposes of the legitimate interests pursued by the Owner or by a third party.

In any case, the Owner will gladly help to clarify the specific legal basis that applies to the processing, and in particular whether the provision of Personal Data is a statutory or contractual requirement, or a requirement necessary to enter into a contract.

## **Place**

The Data is processed at the Owner's operating offices and in any other places where the parties involved in the processing are located.

Depending on the User's location, data transfers may involve transferring the User's Data to a country other than their own. To find out more about the place of processing of such transferred Data, Users can check the section containing details about the processing of Personal Data.

Users are also entitled to learn about the legal basis of Data transfers to a country outside the European Union or to any international organization governed by public international law or set up by two or more countries, such as the UN, and about the security measures taken by the Owner to safeguard their Data.

If any such transfer takes place, Users can find out more by checking the relevant sections of this document or inquire with the Owner using the information provided in the contact section.

## **Retention time**

Personal Data shall be processed and stored for as long as required by the purpose they have been collected for. Therefore:

- Personal Data collected for purposes related to the performance of a contract between the Owner and the User shall be retained until such contract has been fully performed.
- Personal Data collected for the purposes of the Owner's legitimate interests shall be retained as long as needed to fulfil such purposes. Users may find specific information regarding the legitimate interests pursued by the Owner within the relevant sections of this document or by contacting the Owner.

The Owner may be allowed to retain Personal Data for a longer period whenever the User has given consent to such processing, as long as such consent is not withdrawn. Furthermore, the Owner may be obliged to retain Personal Data for a longer period whenever required to do so for the performance of a legal obligation or upon order of an authority.

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Once the retention period expires, Personal Data shall be deleted. Therefore, the right to access, the right to erasure, the right to rectification and the right to data portability cannot be enforced after expiration of the retention period.

## **The purposes of processing**

The Data concerning the User is collected to allow the Owner to provide its Services, as well as for the following purposes: Hosting and backend infrastructure, Infrastructure monitoring, Traffic optimization and distribution, Analytics, Managing contacts and sending messages, Displaying content from external platforms and Interaction with external social networks and platforms.

Users can find further detailed information about such purposes of processing and about the specific Personal Data used for each purpose in the respective sections of this document.

## **Detailed information on the processing of Personal Data**

Personal Data is collected for the following purposes and using the following services:

### **Analytics**

The services contained in this section enable the Owner to monitor and analyze web traffic and can be used to keep track of User behaviour.

#### **Google Analytics (Google Inc.)**

Google Analytics is a web analysis service provided by Google Inc. ("Google"). Google utilizes the Data collected to track and examine the use of this Website, to prepare reports on its activities and share them with other Google services.

Google may use the Data collected to contextualize and personalize the ads of its own advertising network.

Personal Data collected: Cookies and Usage Data.

Place of processing: US – [Privacy Policy](#) – [Opt Out](#).

### **Displaying content from external platforms**

This type of service allows you to view content hosted on external platforms directly from the pages of this Website and interact with them. This type of service might still collect web traffic data for the pages where the service is installed, even when Users do not use it.

#### **Google Maps widget (Google Inc.)**

Google Maps is a maps visualization service provided by Google Inc. that allows this Website to incorporate content of this kind on its pages.

Personal Data collected: Cookies and Usage Data.

Place of processing: US – [Privacy Policy](#).

### **Hosting and backend infrastructure**

This type of service has the purpose of hosting Data and files that enable this Website to run and be distributed as well as to provide a ready-made infrastructure to run specific features or parts of this Website. Some of these services work through geographically distributed servers, making it difficult to determine the actual location where the Personal Data are stored.

#### **Amazon Web Services (AWS) (Amazon)**

Amazon Web Services is a hosting and backend service provided by Amazon.com Inc.

Personal Data collected: various types of Data as specified in the privacy policy of the service.

Place of processing: See the Amazon privacy policy – [Privacy Policy](#).

#### **DigitalOcean (DigitalOcean Inc.)**

DigitalOcean is a hosting service provided by DigitalOcean Inc.

Personal Data collected: various types of Data as specified in the privacy policy of the service.

Place of processing: United Kingdom – [Privacy Policy](#).

### **Infrastructure monitoring**

This type of service allows this Website to monitor the use and behavior of its components so its performance, operation, maintenance and troubleshooting can be improved. Which Personal Data are processed depends on the characteristics and mode of implementation of these services, whose function is to filter the activities of this Website.

#### **Bugsnag (Bugsnag Inc.)**

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Bugsnag is a monitoring service provided by Bugsnag Inc.

Personal Data collected: various types of Data as specified in the privacy policy of the service.

Place of processing: US – [Privacy Policy](#).

**Uptime Robot (Buzpark Bilisim Tarim Urunleri Sanayi Tic. Ltd. Sti.)**

Uptime Robot is a monitoring service provided by Buzpark Bilisim Tarim Urunleri Sanayi Tic. Ltd. Sti.

Personal Data collected: various types of Data as specified in the privacy policy of the service.

Place of processing: Turkey – [Privacy Policy](#).

**Interaction with external social networks and platforms**

This type of service allows interaction with social networks or other external platforms directly from the pages of this Website.

The interaction and information obtained through this Website are always subject to the User's privacy settings for each social network.

This type of service might still collect traffic data for the pages where the service is installed, even when Users do not use it.

**Twitter Tweet button and social widgets (Twitter, Inc.)**

The Twitter Tweet button and social widgets are services allowing interaction with the Twitter social network provided by Twitter, Inc.

Personal Data collected: Cookies and Usage Data.

Place of processing: US – [Privacy Policy](#).

**Managing contacts and sending messages**

This type of service makes it possible to manage a database of email contacts, phone contacts or any other contact information to communicate with the User.

These services may also collect data concerning the date and time when the message was viewed by the User, as well as when the User interacted with it, such as by clicking on links included in the message.

**Mandrill (The Rocket Science Group, LLC.)**

Mandrill is an email address management and message sending service provided by The Rocket Science Group, LLC.

Personal Data collected: email address and Usage Data.

Place of processing: US – [Privacy Policy](#).

**Traffic optimization and distribution**

This type of service allows this Website to distribute their content using servers located across different countries and to optimize their performance.

Which Personal Data are processed depends on the characteristics and the way these services are implemented. Their function is to filter communications between this Website and the User's browser. Considering the widespread distribution of this system, it is difficult to determine the locations to which the contents that may contain Personal Information User are transferred.

**CloudFlare (Cloudflare)**

CloudFlare is a traffic optimization and distribution service provided by CloudFlare Inc. The way CloudFlare is integrated means that it filters all the traffic through this Website, i.e., communication between this Website and the User's browser, while also allowing analytical data from this Website to be collected.

Personal Data collected: Cookies and various types of Data as specified in the privacy policy of the service.

Place of processing: US – [Privacy Policy](#).

**Cookie Policy**

This Website uses Cookies. To learn more and for a detailed cookie notice, the User may consult the [Cookie Policy](#).

**Email Communications**

As a user of our products or services, we will send you support communications by e-mail. As long as you are happy for us to do so, we would also like to keep you informed about anything that is happening at Jersey Hockey which we think you might like to know about. We want to make sure you are happy with the communications

you receive from us. You can find out how to update or change whether you would like to hear from us, or stop us contacting you, in the section below entitled 'Your controls and choices'.

## Social Media

Jersey Hockey interacts with its members using social media. Our members may use social media to contact us. We review available social media and online sites to get a better understanding of what people are saying about us and to assist consumers who prefer to contact us through social media. The information we collect from social media and online sites, including Facebook, Twitter and Instagram sometimes includes personal information that has been put online and is publically available. We make sure any information we use is properly credited to its source or is made anonymous.

These online and social media sites typically have their own privacy policies explaining how they use and share your personal information. You should carefully review those privacy policies before you use these sites to make sure that you are happy with how your personal information is being collected and shared. Jersey Hockey Limited will use the Mobile App Teamo. Teamo is an app that makes every aspect of organising hockey simple. The Teamo App will assist Managers, Coaches, Administrators, Captains and Players to manage their fixtures, player availability, communications and payments all in a secure database. Jersey Hockey Limited will therefore provide your personal information to Teamo in order to set up each Member as a user on Teamo.

**Teamo** is fully compliant for GDPR purposes and has facilities to ensure the following:-

**Right to be informed:** Teamo will provide full documentation on information stored as well as how and why Jersey Hockey and club administrators use it.

**Right of access:** Teamo will be able to provide members with any information we hold on them.

**Right of rectification:** Teamo members are able to update their information directly from the app.

**Right of erasure:** Teamo members will be able to delete all of their personal data. This will automatically delete their data everywhere it is stored, including from email lists.

**Right to object:** Teamo members will have the ability to update their preferences to determine the types of communication they receive from both Teamo and their club via email/mobile notifications.

## Information we collect

You may share personal information with us when you register as a member such as your name, contact details and payment information (see the section above titled "Information you share with Jersey Hockey").

We may also collect personal information about you through our use of CCTV, filming and photography. CCTV cameras will primarily be used for security purposes at the Jersey Hockey clubhouse at Les Quennevais Playing Fields. We may film and take photographs at some of our events; we use film and photographs for hockey purposes (for example, to post on our website and social media pages). We will display notices where we use CCTV, or inform you when we intend to film or take photographs, to let you know that we will collect personal information about you.

## How do we use your personal information?

Our main reason for collecting and using your personal information is to provide and improve the service that you expect from Jersey Hockey.

## How we Use the Information you share with us

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

## Uses Made of the Information

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Purpose	Personal information Used	Lawful basis
<b>All Members</b>	<b>All Members</b>	<b>All Members</b>
<b>To administer any membership account(s) you have with us and managing our relationship with you, including arranging for any insurance and dealing with payments and any support, service or product enquiries made by you .</b>	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
<b>To arrange and manage any contracts for the provision of any merchandise, products and/or services.</b>	All contact and membership details. Transaction and payment information.	This is necessary to enable us to properly administer and perform any contract for the provision of merchandise, products and/or services.
<b>To send you information which is included within your membership including details about insurance, competitions and events, partner offers and discounts and any updates on hockey.</b>	All contact and membership details .	This is necessary to enable us to properly manage and administer your membership contract with us.
<b>To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, participation products and press releases relating to hockey in general.</b>	All contact and membership details and marketing preferences.	Where we believe we have a legitimate interest to keep you up to date with events in hockey or where you have given us your explicit consent to do so.
<b>To answer your queries or complaints .</b>	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
<b>The security of our IT systems</b>	In common with most websites, our Sites log various information about visitors, including internet protocol (IP) addresses, browser type, internet service provider (ISP) information, referring / exit pages and date / time stamp.	We have a legitimate interest to ensure that our IT systems are secure, and to protect both you and ourselves from online fraud.
<b>For the purposes of promoting the sport.</b>	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
<b>Retention of records</b>	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly

		<p>administer and manage your membership and in some cases, we may have legal or regulatory obligations to retain records.</p> <p>We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<b>To comply with health and safety requirements</b>	Records of attendance.	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.
<b>To administer Jersey Hockey including affiliation, members' meetings, AGMs, discipline, safeguarding, competitions and other activities associated with efficient administration</b>	All the personal information we collect.	<p>We have a legitimate interest in doing so to ensure the effective running of Jersey Hockey for our members. We may have a legal or regulatory obligation to process your data.</p> <p>We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<b>All those who purchase our products including kit and merchandise</b>	<b>All those who purchase our products including kit and merchandise</b>	<b>All those who purchase our products including kit and merchandise</b>
<b>To administer any membership or customer account(s) you have with us and managing our relationship with you, dealing with payments and any support, service or product enquiries made by you</b>	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your customer contract with us.
<b>To arrange and manage any contracts for the provision of any merchandise, products and/or services.</b>	All contact and membership details. Transaction and payment information.	This is necessary to enable us to properly administer and perform any contract for the provision of any products or services
<b>To send you the product (s) you purchased, or information about the product (s) you purchased, including details about insurance, competitions and events, partner offers, discounts and any</b>	All contact details collected at point of purchase	This is necessary to enable us to properly manage and administer your customer contract with us.

updates on hockey		
<b>To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, participation products and information about our commercial partners</b>	All contact and membership details and marketing preferences.	Where we believe we have a legitimate interest in keeping you up to date with events in hockey or where you have given us your explicit consent to do so.
<b>To answer your queries or complaints</b>	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
<b>The security of our IT systems</b>	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
<b>For the purposes of promoting the sport.</b>	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
<b>Players/Participants</b>	<b>Players/Participants</b>	<b>Players/Participants</b>
<b>To conduct performance reviews, manage performance and determine performance requirements and administer your development and training requirements on any player pathway programme</b>	All performance and attendance data and information about your health and medical condition.  Details of any affiliated club membership.	This is necessary to enable us to properly manage and administer your development through any performance programme.  We have a legitimate interest to ensure that the training and development of players on the pathway programme are managed and administered  We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.
<b>To make decisions about your progression and development through any player pathway programme and to assist with the delivery of rankings and ratings</b>	All performance and attendance data and information about your health.  Details of any affiliated club membership.	This is necessary to enable us to properly manage and administer your development through the performance programme.  We have a legitimate interest to progress and develop players through the player pathway programme  We process special category personal data on the basis of the special category reasons for processing of your personal

		data referred to above.
<b>To administer and monitor your attendance at events and competitions</b>	<p>All non-medical performance and attendance data.</p> <p>Details of any affiliated club membership.</p>	<p>This is necessary to enable us to register you on to and properly manage and administer your development through the performance programme.</p> <p>We have a legitimate interest to properly manage and administer your development through the performance programme.</p>
<b>To arrange for any domestic training day, training camp or tournaments in addition to overseas training camps or tournaments or transportation to and from an event.</b>	<p>Identification documents, details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.</p>	<p>This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to the event.</p> <p>We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.</p>
<b>To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate, to provide appropriate adjustments to our sports facilities and to monitor and manage sickness absence .</b>	<p>Health and medical information.</p>	<p>We have a legitimate interest in doing so to provide a safe and accessible environment for you to train and compete.</p> <p>We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.</p>
<b>To gather evidence for possible grievance or disciplinary hearings</b>	<p>All the personal information we collect including any disciplinary and grievance information.</p>	<p>We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.</p> <p>We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<b>To assess your eligibility for and to provide any scholarship funding and/or grants</b>	<p>All details required for the purposes of awarding scholarship funding or grants (including any means testing) .</p>	<p>This is necessary to enable us to properly administer and perform any contract for the provision of funding.</p>
<b>For the purposes of equal opportunities monitoring.</b>	<p>Name, title, date of birth, gender, information about your race or ethnicity, health and medical</p>	<p>We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible.</p>

	information and performance data.	We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.
<b>Where appropriate to register you for England Hockey competitions.</b>	All medical and non-medical performance and attendance data.  Details of any affiliated club.	This is necessary to enable us to register you onto and properly manage and administer your registration and eligibility for competitions and update and retain individual records such as goals, appearances and disciplinary cards.  We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above
<b>Coaches and Officials (including team managers)</b>	<b>Coaches and Officials (including team managers)</b>	<b>Coaches and Officials (including team managers)</b>
<b>To administer your attendance at any courses or programmes you sign up to</b>	All contact and membership details, transaction and payment data.  Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history.	This is necessary to enable us to register you on to and properly manage and administer your development through the course and/or programme.
<b>To conduct performance reviews, managing performance and determining performance requirements.</b>	All performance and attendance data and information about your health.  Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history.  Qualification start and end dates.	This is necessary to enable us to properly manage and administer your development through the course and/or programme.  We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.
<b>To comply with legal obligations, for example, regarding people working with children or adults at risk to comply with our safeguarding requirements</b>	Information about your criminal convictions and offences.	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
<b>To arrange for any domestic training day, training camp or tournaments in addition to overseas training camps or tournaments or transportation to and from an event .</b>	Identification documents, details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to the event.  We process special category personal data on the basis of the special category reasons for processing of your personal data referred to above.
<b>To notify you of any Continuing</b>	Details of your current affiliated club or other, coaching/teaching qualifications	This is necessary to enable us to register you on to and properly manage and

<b>Professional Development opportunities</b>	and/or officiating history.	administer your development through the course and/or programme.
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For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your position as a member. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contact us**" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

Ultimately, the reason we handle your personal information in the way we do is so that we can, directly or indirectly, improve our service to you and enhance your experience of Jersey Hockey. Whatever our justification for handling your personal information we make sure that we take steps to honour our commitment to protect your privacy.

We like to keep you posted about all things related to Jersey Hockey and we do this in various ways including e-mail, post, SMS, in-app and push notifications, via social media platforms and by phone, but only if you are happy for us to do so.

Ultimately, we want to make sure you are satisfied with the communications you receive from us and that you have confidence in sharing your data with us.

We will, therefore:-

1. Only send you marketing communications when you have told us it is ok to do so.
2. Never pass your personal information to anyone outside Jersey Hockey for them to use for their own marketing purposes.
3. Give you the option to stop receiving support or marketing communications at any time.

We will send you support communications unless you change your preferences, or tell us that you want to stop receiving support communications from us. Please see the sections below for more information about how to do this.

*If your details change, please let us know so that, with your permission, we can continue to stay in touch.*

## **How can you change the way that we contact you about our products, services and support?**

We will only send you marketing communications when you have told us that you are happy for us to do so

either via our Teamo app, by email, by post, by telephone or by completing a Jersey Hockey registration form.

You can change the way that we contact you in the following ways:-

## **Opt-In/Start Contacting Me**

If you hadn't previously asked us to send you marketing communications, you can ask us to start contacting you (sometimes called an "opt-in") by contacting Jersey Hockey by email at [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk) stating that you would like to receive communications from us. You may also do this by contacting us via our Teamo app, by post, by telephone or by completing a Jersey Hockey registration form.

## **Changing your preferences**

If you have previously said that you would like us to contact you ("opted-in") but would like to change or update the way that we do so, you can update your preferences by contacting us by email at [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk) or via the Teamo app, by post or by telephone.

## **Opt-Out/Stop Contacting Me**

If you want to stop receiving marketing or support communications from us (sometimes called "opting out"), you can do so at any time by contacting us by email at [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk) or via our Teamo app, by post or by telephone.

## **Disclosure of your Personal Information?**

We never sell your personal information to anyone and only share it as outlined in this privacy policy or when you ask us to.

## **We may share personal information with the following parties:-**

1. Any party approved by you.
2. To any hockey-related governing bodies or regional bodies to allow them to properly administer the sport on a local, regional and national level.
3. To any hockey-related activity providers for the purposes of providing you with information on any tickets, special offers, opportunities, products and services and other commercial benefits provided by our commercial partners where you have given your express permission for us to do so and/or for the purposes of arranging any hockey-related events or courses you have registered your interest in.

## **Sharing within Jersey Hockey**

Most of Jersey Hockey's processes, procedures and systems are shared within the structure of Jersey Hockey Limited. This often means we may need to share your personal information between the relevant committees and sub-committees or coaching groups that are set up to ensure Jersey Hockey Limited runs effectively. We make sure that access to your personal information is limited to those of our staff or volunteers who need it and that all staff and volunteers understand how and why we protect your personal information.

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If you would like more information on how we share your personal information, please email [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk).

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

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We only keep your personal information for as long as we need to, to be able to use it for the reasons given in this privacy policy, and for as long as we are required to keep it by law. The actual period for which we store your personal information will vary depending on the type of personal information and how it is used. We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and, in some cases, we may have legal or regulatory obligations to retain records. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

## Your controls and choices

Where possible, we give you control over the personal information we collect about you, to ensure it is accurate and reflects your preferences. You have the right to access, update and amend personal information that we hold about you; you can do that in relation to some of your personal information in your account. If you would like to change the way that we contact you, see the section above titled 'How can you change the way that we contact you about our products, services and support?'

In certain circumstances, you can also:-

1. Object to our use of your personal information for certain purposes;
2. Ask us to limit or restrict our use of your personal information;
3. Ask us to correct, remove or delete personal information about you; or
4. Ask us to provide your personal information to a third party provider of services.

Please note that those rights do not always apply and there are certain exceptions to them. We will also need to confirm identity before acting on certain requests.

If the law in your country allows us to impose a fee for giving you access to your personal information, or to exercise any of your other rights in relation to your personal information, we will let you know.

If you would like to exercise any of your rights in relation to your personal information, please email [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk)

## The rights of Users

Users may exercise certain rights regarding their Data processed by the Owner.

In particular, Users have the right to do the following:

- **Withdraw their consent at any time.** Users have the right to withdraw consent where they have previously given their consent to the processing of their Personal Data.
- **Object to processing of their Data.** Users have the right to object to the processing of their Data if the processing is carried out on a legal basis other than consent. Further details are provided in the dedicated section below.
- **Access their Data.** Users have the right to learn if Data is being processed by the Owner, obtain disclosure regarding certain aspects of the processing and obtain a copy of the Data undergoing processing.
- **Verify and seek rectification.** Users have the right to verify the accuracy of their Data and ask for it to be updated or corrected.
- **Restrict the processing of their Data.** Users have the right, under certain circumstances, to restrict the processing of their Data. In this case, the Owner will not process their Data for any purpose other than storing it.
- **Have their Personal Data deleted or otherwise removed.** Users have the right, under certain circumstances, to obtain the erasure of their Data from the Owner.
- **Receive their Data and have it transferred to another controller.** Users have the right to receive their Data in a structured, commonly used and machine readable format and, if technically feasible, to have it transmitted to another controller without any hindrance. This provision is applicable provided that the Data is processed by automated means and that the processing is based on the User's consent, on a contract which the User is part of or on pre-contractual obligations thereof.
- **Lodge a complaint.** Users have the right to bring a claim before their competent data protection authority.

## Details about the right to object to processing

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Where Personal Data is processed for a public interest, in the exercise of an official authority vested in the Owner or for the purposes of the legitimate interests pursued by the Owner, Users may object to such processing by providing a ground related to their particular situation to justify the objection.

Users must know that, however, should their Personal Data be processed for direct marketing purposes, they can object to that processing at any time without providing any justification. To learn, whether the Owner is processing Personal Data for direct marketing purposes, Users may refer to the relevant sections of this document.

## **How to exercise these rights**

Any requests to exercise User rights can be directed to the Owner through the contact details provided in this document. These requests can be exercised free of charge and will be addressed by the Owner as early as possible and always within one month.

## **How do we protect your personal information?**

We are committed to protecting your personal information. We use appropriate technical and organisational measures, including encryption, to protect your personal information and privacy, and review those regularly. We protect your personal information using a combination of physical and IT security controls, including access controls that restrict and manage the way in which your personal information and data is processed, managed and handled. We also ensure that our staff and volunteers are adequately trained in protecting your personal information. Our procedures mean that we may occasionally request proof of identity before we share your personal information with you.

In the unlikely event that we do suffer a security breach which compromises our protection of your personal information and we need to let you know about it, we will do so.

## **Data storage**

Jersey Hockey will collect personal information from you in Jersey. We then host, store and otherwise handle that information in Jersey

## **Juniors (under 18 years of age)**

Jersey Hockey collects information on juniors for registration purposes and does this via their parent(s) or guardian(s). This may be done via a registration form or via our Teamo app. We do not knowingly collect any personal information direct from juniors. If we learn that we have inadvertently obtained personal information from a junior, we will delete that information as soon as possible. If you are aware of a child who has provided their personal information to us without the permission of their legal guardian or parent(s), please contact us at [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk).

**Changes to this privacy policy** - We will review and update this privacy policy and will note the date it was last updated. If we change our privacy policy, we will post the details of the changes on our website: [www.jerseyhockey.co.uk](http://www.jerseyhockey.co.uk). If we have your e-mail address we may also e-mail you with information on those changes. If we need to, we will also ask you to confirm that you are happy with those changes.

This privacy policy was last reviewed and updated on May 22<sup>nd</sup> Tuesday, 22 May 20182018.

## **Contact us**

If you have any questions, comments or concerns, or would like to make a complaint about how we use the personal information we hold about you, please [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk). You can also contact the relevant regulator in Jersey that is responsible for handling complaints about the use of personal information.

You can contact us at any time at [contact@jerseyhockey.co.uk](mailto:contact@jerseyhockey.co.uk).

## **Additional information about Data collection and processing**

### **Legal action**

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The User's Personal Data may be used for legal purposes by the Owner in Court or in the stages leading to possible legal action arising from improper use of this Website or the related Services. The User declares to be aware that the Owner may be required to reveal personal data upon request of public authorities.

### **Additional information about User's Personal Data**

In addition to the information contained in this privacy policy, this Website may provide the User with additional and contextual information concerning particular Services or the collection and processing of Personal Data upon request.

### **System logs and maintenance**

For operation and maintenance purposes, this Website and any third-party services may collect files that record interaction with this Website (System logs) use other Personal Data (such as the IP Address) for this purpose.

### **Information not contained in this policy**

More details concerning the collection or processing of Personal Data may be requested from the Owner at any time. Please see the contact information at the beginning of this document.

### **How “Do Not Track” requests are handled**

This Website does not support “Do Not Track” requests. To determine whether any of the third-party services it uses honour the “Do Not Track” requests, please read their privacy policies.

### **Changes to this privacy policy**

The Owner reserves the right to make changes to this privacy policy at any time by giving notice to its Users on this page and possibly within this Website and/or - as far as technically and legally feasible - sending a notice to Users via any contact information available to the Owner. It is strongly recommended to check this page often, referring to the date of the last modification listed at the bottom.

Should the changes affect processing activities performed on the basis of the User's consent, the Owner shall collect new consent from the User, where required.

## **Definitions and legal references**

### **Personal Data (or Data)**

Any information that directly, indirectly, or in connection with other information — including a personal identification number — allows for the identification or identifiability of a natural person.

### **Usage Data**

Information collected automatically through this Website (or third-party services employed in this Website), which can include: the IP addresses or domain names of the computers utilized by the Users who use this Website, the URI addresses (Uniform Resource Identifier), the time of the request, the method utilized to submit the request to the server, the size of the file received in response, the numerical code indicating the status of the server's answer (successful outcome, error, etc.), the country of origin, the features of the browser and the operating system utilized by the User, the various time details per visit (e.g., the time spent on each page within the Application) and the details about the path followed within the Application with special reference to the sequence of pages visited, and other parameters about the device operating system and/or the User's IT environment.

### **User**

The individual using this Website who, unless otherwise specified, coincides with the Data Subject.

### **Data Subject**

The natural person to whom the Personal Data refers.

### **Data Processor (or Data Supervisor)**

The natural or legal person, public authority, agency or other body which processes Personal Data on behalf of the Controller, as described in this privacy policy.

### **Data Controller (or Owner)**

The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of Personal Data, including the security measures concerning the operation and use of this Website. The Data Controller, unless otherwise specified, is the Owner of this Website.

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**This Website (or this Application)**

The means by which the Personal Data of the User is collected and processed.

**Service**

The service provided by this Website as described in the relative terms (if available) and on this site/application.

**European Union (or EU)**

Unless otherwise specified, all references made within this document to the European Union include all current member states to the European Union and the European Economic Area.

**Cookies**

Small sets of data stored in the User's device.

**Legal information**

This privacy statement has been prepared based on provisions of multiple legislations, including Art. 13/14 of Regulation (EU) 2016/679 (General Data Protection Regulation).

This privacy policy relates solely to this Website, if not stated otherwise within this document.

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