

Data Protection Policy

Macclesfield Hockey Club is committed to protecting your personal data and using it responsibly. We want to keep you updated with everything that is going on at the club, support club development and provide you with core membership services whilst ensuring you remain in control of your personal data and your privacy is respected. We aim to comply with data protection legislation and direct marketing good practice as far as our resources permit.

Your personal data is used for:

1. Managing your membership. You cannot opt out of this if you are to be a member. By joining or renewing a membership, you agree to this use of your data.
2. To keep members updated with club news and events. You can opt out of receiving these e-mails by notifying macchockey@gmail.com.
3. Provision of Medical information and Emergency Contact numbers to coaches in the Junior group and captains and coaches in Senior/Student teams.

If you have any concerns about this policy or our communication practices please e-mail macchockey@gmail.com.

Managing your Membership Data

Our Privacy Notice, which can be found on the MHC website, provides all the necessary information for you to understand how we manage the data we hold on your behalf.

In summary, we collect personal data from you through the Annual Registration Process, or when you join the Club for the first time. We collect your personal data

- in case of emergency,
- in order to perform the administrative functions of the club and
- to register you as a player with the necessary governing bodies and leagues.
- we will also use your details to contact you to notify you of major club events, functions and for communicating important club news we think all members need to know.

Some information is mandatory, such as your contact details and medical information and parental consent for junior players. Some sections are optional, such as your employment, skills, coaching and umpiring qualifications but, if provided, will help us use our members' skills effectively to develop the club.

By signing up as a member you agree to us using all the personal information you supply through registration for these purposes. Without being able to collect and use this data, we will be unable to provide you with membership services or run the club's administration smoothly.

Your data is stored securely on a Google Sheet which is password protected and managed by the Membership Secretary. The Membership Secretary provides other club officials with reports generated by Google Query syntax to enable them to carry out their duties.

We will only pass details to third parties, such as Leagues or England Hockey, to allow you to play hockey in our leagues (e.g. supplying your name and date of birth). We will not pass on any more information than is necessary to do this. We do not share core membership data with any other third party.

Medical Information

Relevant information affecting players will be held by the coaches for training and the Captains for matches, this will include medical condition, medicines being taken and emergency contact information.

Signed:

Chairman

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