Macclesfield Hockey Club must follow the following Data Protection principles:

1. The data we hold must be fairly and lawfully processed
2. It must be processed for limited purposes
3. It must be adequate, relevant and not excessive
4. It must be accurate
5. It is not kept longer than necessary
6. Processed in accordance with individual's rights
7. Kept secure
8. Not transferred abroad (!)

So, in respect of our registration data;

What do we use this information for?

We use this information to identify those people who want to play hockey for Macclesfield Hockey Club for the forthcoming season. We also use this information to track the status of each individual's subscription payments, any significant medical condition or allergy (to the extent it may impact on them whilst playing hockey) and the individual's wishes about pictures being taken and posted on the Club's website and Facebook pages. We also track players' ages, disabilities and ethnicity in order to be able to complete survey requests from England Hockey.

How is this data recorded?

The data is recorded on a secure Google Sheet and is comprised entirely of the typed responses provided by the individuals when registering. The data is not modified unless there is a clear error and then only done so in consultation with that player (or parent).

Who has access to this information?

The Membership Secretary, who also holds an Enhanced DBS certificate.

We do not supply any personal data to third parties for any reason (including direct marketing) and we will not use your data supplied to the club for anything but club activities, with the exception of that required by relevant leagues and Fixtures Live in order that you may participate in games in that league.

Who is this information shared with?

Membership Sec provides tailored reports to certain club officials to ensure that the Club is run efficiently. These include (but are not limited to):

1. Name & Player Membership Type (eg Adult, Student, Junior) & Payment Option to the MHC Treasurer for fee payment tracking.
2. Name & Medical Condition/Allergy to respective Club Captain (shared further on 'need to know' basis with relevant captain)
3. Name & Emergency Contact Details (address, phone number(s)) to male/female captains - strictly according to Gender.
4. Names of individuals whose pictures should not be posted on Facebook and/or MHC website sent to respective Club Captain and Safeguarding Officer (for u18's).
5. We also will supply to the relevant leagues and Fixtures Live such personal data that they require in order that you may participate in league activities. Data supplied to them is then subject to those bodies' privacy/data protection policy.
6. England Hockey receive an aggregated, anonymous report detailing the number of players in specified age-bands at the start and end of each season. This is the same data that is posted to the Club's Facebook page either as pie-charts or bar-charts.
7. New email addresses are added to the Macchockey email account to ensure club emails reach all players. Requests for deletion from this list are actioned immediately.

How is the data analysed?

The data is analysed through the use of Google Query syntaxes which generate reports from the base registration data for the purposes identified above.

What data is retained and for how long?

Data from the previous season's registration are kept intact under password protection. This allows for clarification of mistaken entries, or tracking down those who have not registered yet. All earlier player data is deleted and not stored anywhere.

Players who decide to leave the Club can request in writing that their relevant personal data be removed and it will be done within 7 days of receipt of the request.

Can I view the data you hold for me?

Yes, of course, but only the data that relates to yourself. If u18, then the request should be made by your parent/guardian. You will receive a file with header info & single data line containing your information.