



Midland Hockey Youth Support Ltd PRIVACY NOTICE

Brief Description of Midland Hockey Youth Support Ltd (MHYS)

MHYS is a company limited by guarantee registered in England, Company Number 12667838 and Registered Office Nottingham Hockey Centre, University Boulevard, Nottingham, NG7. MHYS sole member is Midlands Hockey Ltd (MH) has control of MHYS by being able to appoint directors as sole member of MHYS but MH cannot access the assets of MHYS.

MHYS will provide funding to support the development of youth hockey and in particular increase the diversity of participants in youth hockey.

Introduction Privacy Notice

We are committed to respecting your privacy. This 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 if you are either:

1. An individual who is a director of MHYS.
2. An individual who is a member of a Midland Sub-Area organization/ County Hockey Association Committee.
3. An individual who is a member of a Midland Club.
4. An individual who is a director of MH, a member of a MH Committee.
5. An individual who is a member of an organization which makes an application for funding from MHYS.

References to services provided in this privacy notice are the activities undertaken by MHYS Directors to individuals in the Midlands, Midland Clubs and Midland Sub-Area organization/ County Hockey Association Committee Counties.

References to **we**, **our** or **us** in this privacy notice are to the MHYS.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Data Compliance Officer has 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.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

You may provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;



- records of your attendance at any events and competitions delivered by us;
- images in video and/or photographic form and voice recordings;
- any payment or bank details you provide so that we can receive payments from you or you can receive payments from us and details of the financial transactions with you;

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We do not collect, store and use the following “**special categories**” of more sensitive personal information regarding you.

- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and

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

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- 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; or
- based on your explicit consent.

In the table below, we refer to these as the “special category reasons for processing of your personal data”.

3. WHERE WE COLLECT YOUR INFORMATION

We collect information as follows:-

1. an individual who is a director of MHYS;
2. an individual who is a member of a Midland County Committee.
3. an individual who is a member of a Midland Club.
4. an individual who is a director of MH, a member of a MH Committee.
5. An individual who is a member of an organization which makes an application for funding from MHYS.

USES MADE OF THE INFORMATION

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.

Purpose	Personal information used	Lawful basis
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<p>For the purposes of MHYS providing funding to support the development of youth hockey and in particular increase the diversity of participants in youth hockey.</p>	<p>1. Contact details of individuals are directors of MHYS, members of Midland County Committees, members of a Midland Club, director of MH, a member of a MH Committee and an individual who is a member of an organization which makes an application for funding from MHYS.</p>	<p>We have a legitimate interest to hold and process this data for administering the application for funding Youth Hockey in the Midlands.</p>
<p>To deal with your queries or complaints</p>	<p>Contact details and records of your interactions with us.</p>	<p>We have a legitimate interest to provide complaint handling services to you in case there are any issues with the service we provide.</p>
<p>Retention of records</p>	<p>All the personal information we collect.</p>	<p>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 any account you have with us and in some cases we may have legal or regulatory obligations to retain records.</p>

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 "Contacting 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 benefits to you.

5. DIRECT MARKETING

MHYS will not undertake email, post and SMS marketing.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you;**
- **To any governing bodies or regional bodies for the sports covered by us:** to allow them to properly administer the sports on a local, regional and national level.
- **Other service providers and advisors:** for example, email marketing specialists, payment processors, professional advisors, data analysis and IT services (including CRM, website, video- and teleconference services);
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

We do not disclose personal information to anyone else except as set out above.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us. Exceptions to this rule are:

- Information that may be relevant to personal injury claims, discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address by contacting us by using the details set out in the "**Contacting us**" section below.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;

- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date in this paragraph. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email finance@midlands.hockey or write to us at Claire Wright Data Compliance Officer Nottingham Hockey Centre, University Boulevard, Nottingham, NG7 2PS.

Directors of Midland Hockey Youth Support Ltd

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