



SHEFFIELD UNIVERSITY BANKERS HOCKEY CLUB SUBHC

Sheffield University Bankers Hockey Club Data Protection Policy



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Policy Owner: SUBHC Vice Chair (2025-26 Season, Richard Kirtley)

Approved by SUBHC Committee: 01/09/2025

Signed: *Christina Woods* (SUBHC Club Chair Woman, Christina Woods)

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Sheffield University Bankers Hockey Club

Data Protection Policy

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Introduction

The new General Data Protection Regulation Act came into effect from 25th May 2018. We have updated our Data Protection processes to reflect the new regulations.

The types of personal data that we collect and use:

Whether an individual becomes a member or not, we need to collect and use personal data for the reasons set out below. If the individual becomes a member, we will use the data to ensure their health and safety whilst using the services and facilities at the club and to manage their membership and payments.

The personal data we will use may include:

- Full name and personal contact information (e.g., home address, email, and telephone numbers to use in case of emergency)
- Date of birth and any health information (to ensure that we can provide advice on the safe levels of exercise and a programme for gym equipment use)

Providing your personal details:

We will inform an individual if some aspects of personal data are optional, including asking consent to process it. An individual also has the right to change their mind at any time. The details will be collated by our club management system, Teamo. All data will be held according to GDPR regulations and consent to hold this information is required for all members who join the club.

If you are unhappy with the nature or content of the data you are providing, please do not hesitate to contact the club secretary (subhc.secretary@gmail.com) with your concerns. We will happily discuss this with you in more detail and find a mutually beneficial solution.

Using your personal data:

Your personal data is necessary for:

1. Registering a member with the club in order that we can;
 - process a request to join the club
 - decide whether to accept an application
 - manage that membership
 - update our records
2. Complying with legal obligations.
 - In order that we comply with legal and regulatory requirements regarding Health and Safety and financial regulations.

Sharing personal data:

- Our data storage system is Teamo.
- We use Teamo and the platform 'Stripe' to manage payments to the club. These platforms both have extensive experience in statutory financial regulations and their own Data Protection Policy and procedure. The data shared with these platforms will be done so entirely under GDPR compliance.

We will use personal information to:

- Let members know about upcoming club events and activities, matches, training, socials, and club news.
- Let members know if there have been any changes to club events and activities, matches, training, socials, and club news.
- Advise of additional services and facilities that we may be able to offer to club members.

Retention Period:

- We will retain personal data for as long as is necessary to deal with a query (e.g. if we have a query over your membership application)
- We will retain personal data for as long as an individual remains a member and for 36 months after a membership has lapsed to deal with any queries or to enable someone to re-join within that 36-month period without having to re-register with the club. We also need to keep this information for 36 months in case of any injury / accident issues.
- We will retain personal data based on statutory and legal requirements.

Personal data rights:

- The right to be informed about how data is processed.
- The right to have data corrected if it is inaccurate or incomplete.
- The right to object or restrict personal data processing.
- The right to have personal data erased.
- The right to request access to personal data.

We have a Data Protection Compliance Platform containing:

- Data Protection Privacy Policy.
- Record of Processing Activity.
- Data retention policy.
- Procedure for a response to a Subject Access Request.
- Procedure for a response to a Data Breach.
- Impact Assessment Template for Legitimate Interest purposes.
- Details of contractual arrangements with third party processors.

- The above Data Protection Compliance Information can be found at [Privacy Policy - Teamo](#) which outlines the procedures that are in place on our club management system.

We will keep a Record of Processing Activity containing:

- Name and contact details of our organisation.
- Legal basis for processing.
- A description of the categories of data subjects and the personal data involved.
- Categories of recipients who will receive the data both in and outside of the EEA.
- Envisaged time limits for the retention of the different data categories.
- Description of technical and organisational security measure.