

LICHFIELD HOCKEY CLUB – PRIVACY POLICY

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If these terms and conditions are not accepted in full, you do not have permission to access the contents of this website and therefore should cease using this website immediately.

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Material on the site may be reproduced free of charge in any format subject to the material being reproduced accurately and not used in a misleading context. Otherwise no part of this website may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior permission of Lichfield Hockey Club.

Requests for use of copyright material should be emailed to info@lichfieldhockeyclub.co.uk
We encourage users to establish hypertext links to this site.

Content disclaimer

The information on our web pages is provided for convenience as part of the service we offer at Lichfield Hockey Club.

Every effort has been made to ensure the accuracy of the information contained in these pages. Lichfield Hockey Club shall not at any time, in any circumstances, be held responsible or liable to any party in respect of any loss, damage or costs of any nature arising directly or indirectly from reliance placed on the material in these pages, or any other policies of Lichfield Hockey Club. Visitors who rely on this information do so at their own risk.

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Similarly no adverse inference should necessarily be drawn from the fact that any organisation or person or other information has been omitted from these pages, the content of the pages being determined in the sole discretion of Lichfield Hockey Club.

Lichfield Hockey Club is not responsible for the content or reliability of linked web sites. Listing should not be taken as endorsement of any kind. We cannot guarantee that these links will work all of the time and we have no control over availability of pages.

Intellectual property

The names, images, pictures and logos identifying Lichfield Hockey Club, are the property of Lichfield Hockey Club.

Requests for permission to use our logo should be directed to info@lichfieldhockeyclub.co.uk.

You do not have to ask permission to link directly to pages hosted on this site.

Virus protection awareness

We make every effort to check and test material on this website. It is always wise for you to run an anti-virus program on all material downloaded from the Internet. We cannot accept any responsibility for any loss, disruption or damage to your data or your computer system which may occur whilst using material derived from this website.

Privacy statement

If you are a user with general public the Lichfield Hockey Club website does not store or capture personal information. We do not use cookies for collecting user information and we will not collect any information about you except that required for system administration of our web server.

Data protection

Lichfield Hockey Club is strongly committed to your right to privacy. That is why we have drafted this Privacy and Data Protection Statement, which follows guidelines set out in the Data Protection Act 1998.

The Data Protection Act 1998

The Data Protection Act 1998 set rules for processing personal information and applies to structured paper records as well as data held on computers. With the Freedom of Information Act 2000 which came into force on 1 January 2005, the provisions of the Data Protection Act

1998 will apply to all records, including those structured other than by reference to the data subject, and completely unstructured files.

Use and storage of data

All personal data is kept securely and is not stored any longer than necessary.

We take measures to ensure that appropriate measures are employed against unauthorised access, accidental loss, damage and destruction to data.

This includes the use of password encrypted databases for digital storage. Once recorded digitally membership details held on paper are securely destroyed.

Under the principles of the Data Protection Act 1998 we ensure that personal data shall be:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept longer than is necessary;
- Processed in line with your rights;
- Kept securely;
- Not transferred to other countries outside the European Economic Area (EEA) without adequate protection.

If you believe that Lichfield Hockey Club is not processing your personal data in accordance with these principles, please contact Lichfield Hockey Club at info@lichfieldhockeyclub.co.uk

Lichfield Hockey Club's collection of data

There are several means by which Lichfield Hockey Club collects personally identifiable data, for example:

- through a membership application form
- acceptance for inclusion on a mailing list or database
- through club surveys

All personally identifiable information provided to Lichfield Hockey Club is processed in accordance with the principles of the Data Protection Act 1998. We are registered with the Information Commissioner's Office and our registration number is CSN3264337.

The information we collect:

Name, gender, date of birth, home address, email address, contact telephone number(s), relevant medical conditions (as decided by you), next of kin name, next of kin relationship, next of kin contact telephone number(s), membership category

How we use your data:

- to provide and manage your account
- to provide and manage access to our site
- to reply to emails from you
- to send you emails (from which you may unsubscribe)
- to conduct surveys relevant to the Lichfield Hockey Club

We will not share your data with any third party without your permission unless required to do so by legal requirement. Aggregated information may be used in affiliation to England Hockey, Midlands Hockey Associations and Staffordshire Hockey Associations.

Use of cookies

This website uses cookies to monitor browsing preferences.

Before cookies are placed on your computer or device, we will request your consent to set those cookies. By giving your consent to the placing of cookies you are enabling the website to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of cookies; however certain features of the website may not function fully or as intended.

Certain features of the website depend on cookies to function. Cookie law deems these cookies to be 'strictly necessary'. These cookies are listed below. Your consent will not be sought to place these cookies, but it is still important that you are aware of them. You may still block these cookies by changing your internet browser's settings but please be aware that the website may not work properly if you do so. We have taken great care to ensure that your privacy is not at risk by allowing them.

Cookies deemed 'strictly necessary'

facebook.com
www.facebook.com
google.com
notifications.google.com
www.lichfieldhockeyclub.co.uk
cdn.syndication.twimg.com
twitter.com
platform.twitter.com
syndication.twitter.com

Information security

The information held by Lichfield Hockey Club will not be made generally available.

The data will be held on a file to which password access is required.

Security will be the responsibility of the Data Administrator (who is also the Membership Secretary). It is his/her job to forward relevant information about health, safety and other issues to relevant people including the appropriate team captains, coaches and managers.

It is the responsibility of members to inform the Membership Secretary of any changes to information including changes of address, telephone numbers as well as information about health issues.

Sharing information with third parties

Lichfield Hockey Club will tell you, when it collects your data, who it may share your information with. Otherwise, it is Lichfield Hockey Club's policy to disclose information to third

parties only if explicitly required to do so by United Kingdom Law or where your consent has been obtained.

Lichfield Hockey Club does not collect or compile personally identifying information for dissemination or sale to external parties for marketing purposes or host mailings on behalf of third parties although Lichfield Hockey Club may occasionally use your personal information to let you know about future events in which you may be interested.

Access to personal information

Lichfield Hockey Club tries to be as open as it can be in terms of giving people access to their personal information. You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act 1998. Make your request, in writing, to info@lichfieldhockeyclub.co.uk

Your request should include details and provide documented evidence of who you are (e.g. driving licence, passport, birth certificate). You should also provide as much detail as possible regarding the information you wish to access (e.g. where and by whom information is believed to be held, specific details of information required etc.).

You are not required to state why you wish to access the information but you should include any details which will help us locate and retrieve the information.

Lichfield Hockey Club adopts a general policy of openness in terms of allowing individuals access to their personal information.

If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

All efforts will be made to provide you with a response within 40 working days. In any event, you will receive all the information that has been located and can be released within 40 days and an explanation for any information that cannot be provided at that time.

Changes to Privacy policy

If we change our Privacy Policy, we will post the changes on this page, and may place notices on other pages of the web site, so that you may be aware of the information we collect and how we use it at all times. Continued use of the service will signify that you agree to any such changes.