

## Midland Region Hockey Association Ltd

### PRIVACY NOTICE

#### Brief Description of Midland Region Hockey Association Ltd (MRHA)

MRHA is a company limited by guarantee registered in England, Company Number 11511997 and Registered Office Nottingham Hockey Centre, University Boulevard, Nottingham, NG7. MRHA is the governing body for all hockey within the Midlands and is subject to overriding powers of England Hockey Ltd, the controlling body for field hockey in England. The Directors of MRHA have delegated powers and obligations to MRHA Council to manage Hockey administration in the Midlands. MRHA Council has delegated powers and obligations to the Midlands Men's League Committee to administer the Midlands Men's Hockey League, the Midlands Women's League Committee to administer the Midlands Women's Hockey League, Indoor Committee to organise the Midlands Indoor Competitions, Schools and Youth Committee to administer Midland Schools and Youth competitions, Masters Hockey Committee to administer the participation of Midland Masters teams in competitions and MRHA Performance Group Committee to administer England Hockey Performance in the Midlands collectively the "MRHA Committees".

#### 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 MRHA.
2. An individual who is a member of MRHA Council, MRHA Committees and officials of MRHA Committees.
3. An individual who is a member of a Midland County Committee.
4. An individual who is a member of a Midland Club who is a club contact for the MRHA Council and MRHA Committees.
5. An individual who is a member of a Midland Club who participates in Leagues organised by Midlands Women's League Committee or the Midlands Men's League Committee.
6. An individual who participates in Midland Schools and Youth competitions.
7. An individual who participates in Midlands Indoor competitions.
8. An individual who is selected to participate in the MRHA Performance Group activities.
9. An individual who is selected for Midland Masters teams in trials and competitions.
10. An individual who is a member of Midland Region Hockey Umpiring Association, Birmingham Counties Hockey Umpiring Association and East Midlands Hockey Umpiring Association whose contact details are disclosed in MRHA Council and MRHA Committees Handbooks and Websites.
11. An individual who is subject to the England Hockey disciplinary regulations which have been delegated to MRHA and by MRHA to the Midland Counties.

References to services provided in this privacy notice the activities undertaken by MRHA Directors, MRHA Council and MRHA Committees as defined by the constitution of MRHA to individuals in the Midlands, Midland Clubs and Midland Counties.

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

We not appointed a Data Protection Officer to oversee our compliance with data protection laws as we 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.

#### MRHA Performance Group Committee

The MRHA Performance Group Committee uploads player details for Midlands players from the England Hockey website and processes this data to carry out its activities this is subject to the England Hockey Data Protection rules. The MRHA Performance Group Committee sets out on its website the data it collects, processes and how it is used; <http://www.midlandsperformancecentres.co.uk/policies/>.

#### 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 may also 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 MRHA;
2. an individual who is a member of MRHA Council, Midland County Officials, MRHA Committees and officials of MRHA Committees will provide their contact information to the Secretary of MRHA Council;
3. an individual who is a Midland Club or School contact will provide their contact information to the relevant MRHA Committee;
4. an individual who wants to participate in Midland Masters teams will provide their contact information to the Masters Hockey Committee;
5. members of Club and Schools teams competing in leagues and competitions organised by MRHA Committees will have their names entered on team sheets;
6. members of Club and Schools subject to disciplinary action under the England Hockey Disciplinary Regulations;
7. typically collect personal information when you make an application for funding, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

## 4. 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
<b>For the purposes of administering Hockey in the Midlands as delegated by England Hockey by the Directors of MRHA, Members of MRHA Council and members MRHA</b>	Contact details of the MRHA Directors, Council members, members of the MRHA Committees, members of County Committees, officers and	We have a legitimate interest to hold and process this data for administering Hockey in the Midlands.

<p><b>Committees</b></p>	<p>members of Midland Region Hockey Umpiring Association The names of individuals, their club or school, the offence and penalty imposed who are have been disciplined under the England Hockey Discipline Regulations by the MRHA or the Midland Counties.</p>	
<p><b>For the purposes of administering the Midlands Men's League</b></p>	<p>Contact details of the Midlands Men's League Committee members and officials, members of County Committees, club contacts, officers and members of Midland Region Hockey Umpiring Association, officers and members of Birmingham Counties Hockey Umpiring Association, officers and members of East Midlands Hockey Umpiring Association. The names of individuals and their clubs are entered onto team sheets. Names of players and goals scored may put on the Men's League website</p>	<p>We have a legitimate interest in administering the Midlands Men's League in the Midlands.</p>
<p><b>For the purposes of administering the Midlands Men's League</b></p>	<p>Photographic images of Midlands Men's League Committee members, members of County Committees in the Midland Men's League Handbook who have provided images for the handbook on a voluntary basis in the past.</p>	<p>Where you have given us your explicit consent to do so.</p>
<p><b>For the purposes of administering Midland Schools and Youth Competitions</b></p>	<p>Contact details of the Schools and Youth Committee members, individuals at Schools and Clubs who organise the teams to participate in Midland Schools and Youth Competitions and Midland Umpiring Associations Panel Umpires. Any information on the team members such as team sheets will be destroyed at the end of the competition</p>	<p>We have a legitimate interest in administering the Midlands Schools and Youth competitions</p>

	which they were completed for.	
<b>For the purposes of administering Midlands Indoor</b>	Contact details of the Indoor Committee members, individuals at Schools and Clubs who organise the teams to participate in Midland Indoor Competitions and Midland Umpiring Associations Panel Umpires. Any information on the team members such as team sheets will be destroyed at the end of the competition which they were completed for.	We have a legitimate interest in administering the Midlands Indoor competitions.
<b>For the purposes of organising Midland Masters Teams</b>	Contact details of the Committee members, Masters Committee members, Midland Age Group Organisers, Midland Umpiring Associations Panel Umpires, England Hockey Masters organisers, Other Regional Masters contacts and the players taking part in trials and matches of Midland Masters. If names of players are put on team sheets during a competition the timesheets are destroyed at the end of the competition.	We have a legitimate interest in administering the Midlands Masters Teams participation in England Hockey Masters Competition.  MRHA has entered into Framework Agreement For Data Processing And Transfer with England Hockey in respect of sharing contact details with England Hockey and Other Regions.
<b>For the purposes of administering the MRHA Performance Group</b>	The personal details of MRHA Performance Group which include contact details, gender, date of birth, bank details, record of activities undertaken, record of communications with PGC, contact details of guardians, bank details of guardians, playing records and disciplinary records of the MRHA Performance Group Committee members, officials, coaches appointed by the MRHA Performance Group, players and players guardians.	We have a legitimate interest in administering the MRHA Performance Group in the Midlands.
<b>For the purposes of administering the MRHA</b>	Special Category Data of the individuals participating in the MRHA Performance	The individuals participating in the MRHA Performance Group activities or their guardians have given us your explicit consent

Performance Group	Group activities.	to do so.
<b>For the purposes of administering the Midlands Women's League</b>	Contact details of the Midlands Women's League Committee members and officials and club contacts. The names of individuals, their player ID number and their clubs are entered onto team sheets. The names of individuals, their club or school, the offence and penalty imposed who are have been disciplined under the England Hockey Discipline Regulations by the MRHA or the Midland Counties. Bank account details of the Midlands Women's League Committee members and officials.	We have a legitimate interest in administering the Midlands Women's League in the Midlands.
<b>For the purposes of administering the Midlands Women's League</b>	Photographic images and names of Midlands Women's League Players. Photographic images and names of Midlands Women's League Over 18 Players will be posted to the Midlands Women's League Committee website unless the Player requests that the her image is not displayed.	The Midlands Women Clubs have entered into contracts with MRHA in which they agree to provide payers images and names and obtain permission from the players for use of players images and names. The players images and names are required by MRHA to enforce the Midlands Women's League rules.
<b>For the purposes of administering the Midlands Women's League</b>	Photographic images of Midlands Women's League Committee members and officials posted to the Midlands Women's League Committee website.	Where you have given us your explicit consent to do so.
<b>To deal with your queries or complaints</b>	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with the service we provide.
<b>Retention of records</b>	All the personal information we collect.	<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> <p>We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to</p>

		in section 2 above.
<b>To comply with health and safety requirements</b>	Records of attendance and health and medical information	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.  We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
<b>To use information about your physical or mental health (including any injuries) or disability status to ensure your health and safety and to assess your fitness to participate in any of the activities or events we host</b>	Health information	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
<b>For the purposes of equal opportunities monitoring</b>	Name, title, date of birth, gender, information about your race or ethnicity, and health information.	We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible.  We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
<b>To comply with legal obligations, for example, regarding people working with children or vulnerable adults</b>	Information about your criminal convictions and offences	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

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**

MRHA 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.

First version dated 27/10/2018.

Second version dated 05/04/2019

Current version dated 24/03/2020

11. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [charleynash10@gmail.com](mailto:charleynash10@gmail.com) or write to us at Charles Nash Data Compliance Officer Nottingham Hockey Centre, University Boulevard, Nottingham, NG7 2PS.