



Kinross Hockey Club Privacy Notice

1. Who we are

We are Kinross Hockey Club. We are a volunteer run sports club. For the purposes of data protection, we are the "data controller," which means we are responsible for deciding how your personal information is used and kept safe.

2. Why we collect your information

We collect and use personal data so that we can run the club effectively and safely. Our main reasons for doing this are:

- **To manage your membership:** To keep track of who is a member, communicate club updates, and manage fixtures/training.
- **To keep you safe:** We collect medical information (such as allergies or injury history) to ensure our coaches and volunteers know how to support you or respond in an emergency.
- **To manage finances:** To process membership fees and keep accurate records of payments for our accounts.
- **To comply with the law:** We have a legal obligation to maintain financial records for tax and audit purposes.

3. What we collect

Depending on your role in the club, we may hold:

- **Contact details:** Name, address, email, phone number, and date of birth (for age-category eligibility), emergency contact details and school name for under 18s.
- **Medical information:** Any relevant health conditions or allergies.
- **Consents:** for emergency medical treatment, photographs and transportation.
- **Other relevant information:** Umpire and/or coaching qualifications, first aid qualifications.
- **Financial records:** Transaction history related to your membership fees.
- **Safeguarding and training:** PVG status and relevant courses attended.
- **Emails:** Any email correspondence generated through the course of your membership.

4. How we store your data

We use **Spond** to manage our membership and communications, and **Google Drive** to store administrative documents, including email correspondence. Both are third-party service providers, and we have satisfied ourselves that they have robust security measures in place to comply with data protection standards.

- **Access Control:** We limit access to this data. Only authorised committee members and coaches can view information on these platforms, and only when it is necessary for their specific roles.
- **Security:** We use strong, unique passwords and multi-factor authentication where possible on our accounts to prevent unauthorised access.
- **No Third-Party Marketing:** We do not sell or share your information with third parties for marketing purposes.

5. How long we keep your data

We only keep your information for as long as necessary:

- **Active members:** We keep your data while you are a member of the club.
- **Former members:** If you leave the club, we will remove your active profile from Spond. However, we are required by law to keep financial records (e.g., records of who paid their fees) for **six years** to comply with UK tax and accounting regulations. After this period, these records will be deleted or anonymised.

6. Your rights

You have rights over your personal data, including the right to:

- Ask us what information we hold about you.
- Ask us to correct any incorrect information.
- Ask us to delete your data (where we don't have a legal obligation to keep it).

7. Contact us

If you have any questions about how we handle your data, or if you would like to exercise your rights, please contact our Safeguarding Lead at: cwpokinrosshockey@gmail.com

Document Version Control

Version	Date	Author	Summary of changes
2.0	17/06/2026	Emily Souter	Updated based on 2018 policy. Now includes Spond and capturing relevant medical conditions.