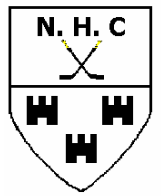


Newcastle Hockey Club



Newcastle Hockey Club (NHC) Data Privacy Policy

Data entered through the registration process

We capture the following information when we register players with Newcastle Hockey Club (NHC) each season:

- Name
- Username (for website)
- Date of birth
- Address
- Home Telephone
- Mobile Telephone
- Email Address
- Membership type
- Previous NHC membership
- Occupation (Non-students)
- Academic Institution (students)
- Interest in learning new hockey related skills
- Interest in being part of the committee
- Any relevant skills that would like to use within club
- Disability/Ethnicity
- Emergency Contact Name
- Emergency Home Number
- Emergency Mobile Number
- Surgery
- Doctor
- Allergies
- Current Medication
- Long term conditions/illnesses/injuries
- Payment
- Agree to terms and conditions (Club, Code of Conduct, Benwell Hill Cricket Club)

Purpose

League Registration

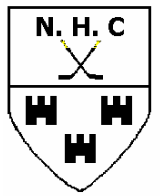
In order to register players with the Northumberland leagues we need to know players names and the standard they are likely to be playing. We give NHC players' names to the league secretary. This information is available to our club secretary.

England Hockey

England Hockey have a requirement that we are able to describe our club's make up (anonymously) with regard to ethnic diversity and ethnicity. This information is freely available to all registered NHC players.

Team Captains

Newcastle Hockey Club



Team captain's have open access to all registered players' emergency contact details and relevant medical information. This is necessary as players can play in a number of teams. It is vital that in case of emergency captain's are able to supply important information to medical professionals and also that they contact the player's nominated emergency contact. Captains have access to subs paid and outstanding for each player. Captains can also see their starred players and starred players in other teams.

Finance Team

The financial team have access to contact details for each player and also keep a note of how much each player has paid toward their subs.

Club Secretary

The club secretary has access to all details (except diversity/ethnicity) entered during registration. This is necessary as the club secretary is responsible for accurate record keeping and for all league registrations and playing starring.

Web Manager

The web manager has full access to all data held on registered players. This is not for use by the web manager but is a consequence of the high privileges necessary to put facilities in place for club officers to access and edit the data.

This data is all password protected and stored on a secure server hosted by UK2.net. Passwords and access to the underlying database are restricted to the web manager. Passwords are strong and are held in a safe.

Disclosure

Any member of NHC with access to this data has to sign a non-disclosure agreement which ensures that any information the officer has access to is kept confidential. Captains can pass on confidential medical information in cases of emergency and to appropriate medical officials.

Club secretary can use this information to register players.

Web manager(s) cannot release information they have access to.

Finance officers must treat all personal information they have access to as confidential.

Changes to Personal Records

All club members are allowed access to see their data held by NHC and can change update this throughout the season. This can be done via the club secretary.

Casual Web Users

Users who register with NHC website only have access to non-sensitive information. In order to see any match reports and team sheets users of the website have to be validated by the registration process and have agreed to the club's terms and conditions.