



Scottish Masters Hockey – Privacy Policy

Scottish Masters Hockey takes your privacy seriously.

We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with.

It also explains your legal rights as a data subject and how to exercise them.

What information we hold on you

When you join Scottish Masters Hockey, we ask you to provide the following personal information:

- Contact details – name, email address, date of birth, mobile number, gender, club
- Membership age category – O35/O40/O45/O50/O55/O60/O65/O70
- Role within Masters Hockey – player, manager, umpire/technical official, coach, trustee, secretarial positions, treasurer, club admin

We also ask your permission to hold and publish photographs in which you may appear. Each year we also record information relating to your subscription and eligibility to play for Scotland.

Nominated individuals may hold your sealed medical information for the length of an event before returning it to you if it had not been required.

A record is kept of attendance at trials and training sessions.

When you trial or are selected for the national programme your membership information may be shared with squad managers / coaches / staff / physios and may include Scottish Hockey/ World Masters Hockey / EHF / FIH. This may also include some or all of the following information:

- Medical history
- Accident reports
- Passport / Visa information
- Eligibility to play for Scotland evidence
- Emergency contact details

Why we need your personal information – legitimate purposes

We process your personal information in pursuit of our legitimate interests to:

Manage the activities of Scottish Masters Hockey as outlined in the Articles of Association for international Masters teams representing Scotland.

Why we need your photographs – consent

We retain and publish photographs in which you may appear to publicise and promote the activities of Scottish Masters Hockey.

Who we share your personal information with

If your personal information is included in any images or videos taken by us, or accredited organisations or individuals, at competitions and events or other hockey activities, we may share this with Scottish Hockey, World Masters Hockey, EHF, FIH, media organisations, partners for promotional and/or journalistic purposes. Team sheets may be shared with media and broadcast providers prior to a match, competition or event and will contain some personal information for the purposes of commentary and match reports.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Information Commissioners Office, the Health & Safety Executive, Disclosure Scotland, and Police Scotland.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and accessed by Scottish Masters Hockey Board members for the purposes set out above. Individual access is given which is password protected.

Our Core membership database requires users to register and is password protected. Access is hierarchically restricted so users can only access data that pertains to their function.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 2 years.

We may keep certain personal information of members for longer in order to confirm your identity, how many caps and/or goals scored for Scotland Masters, when you were a member of Scottish Masters Hockey and for how long.

We also need to do this to comply with the Companies Act 2006, which requires us to keep a register of members

You have a right to

You can exercise any of the following rights by emailing

secretary@scottishmastershockey.org

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- you have a right to request that we restrict the processing of your personal information for specific purposes
- if you wish us to delete your personal information, you may request that we do

Any requests received by Scottish Masters Hockey will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk