**Oxted Hockey Club**

**Privacy Notice**

Oxted Hockey Club needs to hold and process information on current and prospective members of the club to be able to fulfil our contractual role. This information includes personal details to process your membership of the Club. In general, we will retain this information for 3 years after your membership has ended. We may send out newsletters and flyers or inform you of events, courses and activities by email; should you no longer wish to receive this contact please let us know by emailing katecowlard@aol.com

At Oxted Hockey Club, we take care to ensure the accuracy and security of your information through training of officers, technical and administrative systems, all of which are subject to internal monitoring and periodic review.

If an accident or incident occurs on our property, or involving one of our staff then we’ll keep a record of this (which may include personal data and sensitive personal data).
We will **never** sell your personal data, and will never share it with any other organisation; its privacy and security are guaranteed.

Oxted County School does have CCTV and you may therefore be recorded when you visit the pitch. CCTV is there to help provide security and to protect both you and others. CCTV will only be viewed when necessary (e.g. to detect or prevent crime) and footage is only stored temporarily. Unless it is flagged for review CCTV will be recorded over.

You have the right to ask for a copy of the information the school holds and to ask for any corrections you feel necessary. You also have the right in some cases to ask for information to be deleted. Any questions you have on how we handle your data or on your rights may be made directly to Oxted County School.  Should you wish to exercise your legal rights of access, rectification or erasure, please contact Oxted Hockey Club via katecowlard@aol.com. Further information on your rights may be obtained from the Information Commissioners Office on 0303 123 1113 or via <https://ico.org.uk/for-the-public/>

If you do not wish to continue to receive emails from us, you can unsubscribe by email to katecowlard@aol.com