



Membership / Information Form 2023 - 24

The information you provide on this form will be utilised in accordance with the club GDPR Privacy Notice
(see reverse)

Player's details:

Surname:	
Home address:	
Age:	
School:	

First name:	
Known name:	
Postcode:	
Date of birth:	
School year:	

Parents' details:

Surname:	
First name:	
Home phone:	
Mobile:	
Email:	

Surname:	
First name:	
Home phone:	
Mobile:	
Email:	

Medical / health / educational conditions or needs. There are very few conditions or disabilities that preclude children from playing hockey. However, in order that your child may be properly cared for, please list any conditions that may be relevant to your child's safety, development and well-being.

This information will be treated in confidence and given only to those club officials that require it.

Photographs. Team managers and club officials may take photographs of your child for inclusion in local newspapers, on flyers, the club website or club Facebook. Surnames and addresses will never be divulged.

* I agree / do not agree to my child being photographed for these purposes. * Delete as appropriate.

Safeguarding & Conduct. Plymouth Hockey Club has a proactive approach to ensuring the well-being of your child. Safe D is produced by England Hockey to explain how we do this, what your role is and what to do should you be concerned.

* I have / have not read a copy of England Hockey Safe D (attached). * Delete as appropriate.

* I have / have not read a copy the Club Code of Conduct (see Club Handbook), * Delete as appropriate.

I agree to explain its content to my child and thereafter be bound by it.

Signed:		Name:		Date:	
---------	--	-------	--	-------	--

Gift Aid. Please treat as Gift Aid donations all qualifying gifts of money made to Plymouth Hockey Club.

* Yes / No. * Delete as appropriate.

I confirm that I have paid, or will pay, an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I am aware that the charity will reclaim 25p of tax on every £1 that I give.

Signed:		Name:		Date:	
---------	--	-------	--	-------	--

Please notify the charity if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay enough tax on your income and/or capital gains.



If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

GDPR Privacy Notice

1. **Contact details.** Our Data Controller is the incumbent Chairman - committee@plymouthhockeyclub.org.uk
2. **Types of Data Collected:**
 - a. **Personal.** Personal information on members and their parents is collected via the membership form which may be submitted on paper or electronically. The following data is recorded:
 - (1) **Children & Young People.** First name, surname, home address, age, date of birth, gender, school, medical conditions and permission for photography.
 - (2) **Parents.** Contact telephone numbers, email addresses, confirmation of reading England Hockey SafeD and the club Code of Conduct and a record of Gift Aid.
 - b. **Financial.** A record of payments made and their purpose. No account details are retained.
 - c. **Qualification.** A record of qualifications and vetting held by club officials and volunteers relevant to their role.
 - d. **Accident.** A record of any injury and treatment administered whilst engaged in club activities.
3. **Lawful Basis.** Your data is collected in order to enable the proper operation of the club. Your consent to use your data for club purposes may be withdrawn at any time.
 - a. **Personal.** Information is gathered in order to allocate players to the correct age-group team. School details are used for recruiting new players and sharing successes and team news. Advanced warning of medical conditions ensures coaches are better placed to respond to an emergency. Parental contact details are essential to organise teams. Recording awareness of SafeD and the Code of Conduct safeguards players and parents. Gift Aid records are a requirement of the Charity Commission
 - b. **Financial.** Information informs the Treasurer's Report considered by members at the Annual General Meeting.
 - c. **Qualification.** Ensures the timely qualification / requalification of officials and provides evidence for auditing (ClubMark).
 - d. **Accident.** Retained for accident investigation, compensation claims and data collection by England Hockey.
4. **Processing Personal Data.** Plymouth HC will not disclose your personal data to third parties without your consent.
5. **Data Retention.** Membership forms will be retained for 7 years as required by the Charity Commission. Club officials will be instructed to delete any personal data distributed to them at the close of each season. Qualification records will be deleted when a volunteer leaves their role. Accident data will be destroyed 3 years after the date of the incident.
6. **Data Subject Rights.** You have the following rights:
 - **Right to be informed** of what data the club collects, how it is used, how long it will be kept and whether it will be shared.
 - **Right of access** to / request a copy of the information the club holds you.
 - **Right of rectification** to correct inaccurate or incomplete data.
 - **Right to be forgotten.** In certain circumstances, you can ask the club to erase any personal data held.
 - **Right of portability.** The club will transfer your data to a specified organisation on your written request.
 - **Right to restrict processing** and specify the way the club utilises your personal data.
 - **Right to object** to certain types of processing, such as direct marketing.

- **Rights related to automated decision-making** including profiling. Not used at Plymouth HC.