



## **Privacy Policy**

Xcel Hockey Coaching is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of registering for a camp, Xcel Hockey Coaching is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### What personal data is held?

When registering for a camp, details with regards to the child and the parent/guardian are requested. This information includes, but is not limited to:

- Name
- Date of birth
- Contact details (email and phone number)
- Relevant medical/health information
- Emergency contact details
- Playing experience (including current club, if applicable)

Other information may be given to us through correspondence by phone, email or otherwise.

### Why do we need your personal data?

Personal data information is required in order to ensure all necessary details prior to the camp are obtained to allow for full access and appropriate coaching to be given.

The reasons we need to process your data include:

- For camp registration
- Sharing personal data with coaches and leaders relevant to the camp
- For camp sessions

### Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those within Xcel Hockey Coaching, but only to those who it is relevant to.



## Data Retention

### *How long will you use my Personal Data?*

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being clients for tax purposes.

In some circumstances, you can ask us to delete your data - see 'Request erasure' below for further information.

### *Your Legal Rights*

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

Request access to your personal data:

- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Right to withdraw consent

If you wish to exercise any of the rights set out above, please contact us.

### *No Fee Usually Required*

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.



*What We May Need From You*

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

*Time Limit to Respond*

We aim to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.