Privacy Notice and GDPR

JV Ice Hockey Academy LTD

JV Ice Hockey Academy LTD
Email: jv.icehockey.london@gmail.com
Website: jvhockeyacademy.com
Location: Queens Ice Rink, Bayswater London
Spond registration: https://club.spond.com/landing/signup/jvicehockey
WhatsApp: https://wa.me/message/QM55R2X7FUO2E1

Spond acceptance:
By ticking the acknowledgement box in Spond, I confirm that I have been provided with this Privacy Notice and understand how JV Ice Hockey Academy LTD collects, uses, stores and protects personal information.

1. Who we are

JV Ice Hockey Academy LTD is the data controller for personal information collected and used for academy registration, bookings, communications, payments, attendance, safeguarding, welfare, medical safety and participation in academy activities.

Contact email: jv.icehockey.london@gmail.com

2. What information we collect

We may collect and use the following information:

- Player name, date of birth, age group and hockey or skating experience
- Parent, guardian or adult player contact details
- Emergency contact details
- Registration, booking, attendance and group placement information
- Payment status and payment records
- Consent records, including Spond consent records
- Medical information where a medical condition, allergy, injury, disability, medication requirement or additional need is declared
- Photo and video consent information
- Emails, WhatsApp messages or other communications with the academy
- Safeguarding, welfare or behaviour records where relevant

3. Why we use personal information

- To manage academy registration and approve participation
- To place players in suitable groups based on age, level and experience
- To manage bookings, payments, attendance and session administration
- To communicate with parents, guardians and adult players
- To help keep players safe and respond to emergencies
- To manage safeguarding, welfare, behaviour and code of conduct matters
- To manage equipment rental and session readiness
- To use photos and videos where consent has been given
- To keep appropriate business, accounting, insurance and legal records

4. Lawful basis

We rely on different lawful bases depending on the purpose of processing. These may include:

Purpose	Lawful basis
Registration, bookings, payments and session management	Contract or steps before entering a contract
General academy administration, communication, attendance and safety management	Legitimate interests
Accounting, tax, legal and insurance records	Legal obligation or legitimate interests
Safeguarding, welfare and emergency response	Legal obligation, legitimate interests or vital interests where necessary
Photos and videos for promotion	Consent
Medical information where declared	Explicit consent, vital interests where necessary, and substantial public interest where relevant for safeguarding and safety

5. Medical information

Medical information is only required where a player has a medical condition, allergy, injury, disability, medication requirement or additional need that may affect participation, safety, welfare or emergency care.

Where medical information is provided, it is treated as sensitive information. It is used only for safety, welfare, emergency support and appropriate session management. Relevant information may be shared with coaches, administrators, first aiders, emergency services or medical professionals where necessary.

6. Photos and videos

Photos and videos are only used for promotional or public purposes where photo and video consent has been given through Spond or another written method. Consent can be withdrawn at any time by contacting the academy.

7. Where information is stored

Personal information may be held in the following systems or locations:

- Spond, used for registration, member management, bookings, attendance, payments, communication and consent records
- Gmail or Google Workspace / Google Drive, used for academy administration, documents and communication
- SumUp or payment systems, used for payment processing and records
- Internal academy records and documents held securely by academy administrators

8. Spond

JV Ice Hockey Academy uses Spond to manage registrations, bookings, communications, attendance, payments and consent records. In Spond Club, Spond states that it acts as a data processor on behalf of the club, while the club acts as the data controller. Spond also states that it processes personal information in accordance with applicable data protection laws, including UK data protection legislation where applicable.

9. Who information may be shared with

We only share personal information where necessary and appropriate. This may include sharing with:

- Academy administrators and coaches
- Spond as the academy management platform
- Payment providers such as Spond payments or SumUp
- Emergency services, medical professionals or first aiders where required
- Rink staff where necessary for safety, access or incident management
- Professional advisers, insurers, accountants or legal advisers where required
- Safeguarding authorities or relevant organisations where there is a safeguarding, welfare or legal concern

10. International transfers

Some service providers may process information outside the United Kingdom. Where this happens, we expect appropriate safeguards to be in place in accordance with applicable data protection law.

11. How long information is kept

We keep personal information only for as long as necessary for the purposes described in this notice. Retention periods may depend on academy administration needs, safeguarding requirements, insurance, accounting, legal obligations, dispute handling and the nature of the information.

Medical information will not be kept longer than necessary for safety, welfare, emergency and record keeping purposes. Photo and video consent records may be kept while content is used and for a reasonable period afterwards.

12. Your rights

Individuals have rights under UK data protection law. Depending on the circumstances, these may include the right to:

- Access personal information
- Correct inaccurate information
- Request deletion of information
- Restrict or object to certain processing
- Request data portability where applicable
- Withdraw consent where processing is based on consent, such as photo and video consent
- Complain to the Information Commissioner's Office

To make a request, please contact JV Ice Hockey Academy at jv.icehockey.london@gmail.com.

The Information Commissioner's Office is the UK supervisory authority for data protection. Website: https://ico.org.uk

13. Updates to this notice

This Privacy Notice may be updated from time to time. Families will be informed of significant changes where appropriate.

14. Sources used when preparing this notice

This notice has been prepared with reference to UK GDPR transparency expectations and public guidance from the Information Commissioner's Office, together with Spond's published privacy and data processing information. It should be reviewed periodically and legal advice should be taken if formal legal assurance is required.