

# Aylsham Runners Privacy Notice - Collection, Storing and Processing of Personal Data

Aylsham Runners is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Aylsham Runners 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 we hold on you**

You may give us information about you by completing a paper form or online, or by contacting us by phone, email or otherwise. This includes information you provide when you register with the Club, or post comments or messages on the Club's social media. The information you give us may include (but not limited to) your name, date of birth, address, email address, phone number/s and name of the EA affiliated club/s you are registered with and gender (Athletics Data). We may also ask for relevant health information and your emergency contact or parent/guardian address, phone number/s and email address.

## **Why we need your personal data**

We need your data to be able to administer your membership and provide the membership services you are signing up to when you register with the Club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a Member to provide the services you are registering for.

## **The reasons we need to process your data include:**

- **Training and competition entry**
  - Sharing personal data with club coaches or officials to administer training sessions;
  - Sharing personal data with club team managers to enter events;
- **Funding and reporting purposes**
  - Sending club surveys to improve your experience as a club member
- **Membership and club management**
  - Processing of membership forms and payments;
  - Sharing data with committee members to provide information about club activities, membership renewals or invitations to social events;
  - Use of social media to promote club activity and events;
  - Publishing race and competition results
  - Providing information about club kit
  - Complaint and welfare issues

Any special category health data we hold on you is only processed for the purpose/s of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of vital interest.

The club has social media pages on Facebook and Twitter; all Members can follow these. If you do, please note that the providers of social media platform/s have their own privacy policies and the Club does not accept any responsibility or liability for these. Please check their policies before you submit any personal data on the Club's social media pages.

## **Who we share your personal data with**

When you become a Member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athlete Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal.

If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org)

In addition, the following external organisation has access to your data:

- Power of 10 and Run Britain (to record athletic performances)

The Club does not supply any personal data it holds to any other third party.

#### **How long we hold your personal data**

We will hold your personal data for as long as you are a Member or are connected with us. Athlete Data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after two years of inactivity on that Member's account. Your data is not processed for any further purposes other than those detailed in this policy.

If you are concerned about how the Club is or has used your data, please contact the Club's Vice Chair. They will investigate and report back to you and the Club Management Committee. If they find a data breach has occurred, they will make appropriate recommendations to address this and prevent it happening in future.

#### **Your rights regarding your personal data**

As a data subject you may have the right, at any time, to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office (ICO) about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we will not be able to register or administer your membership.