

Elvet Striders Privacy Policy

Elvet Striders (**Club**) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Elvet Striders is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. This privacy policy is effective on 25th May 2018.

- We will only collect personal data necessary to conduct club activities as per our constitution.
- We may send you emails and messages from time to time, to inform you about what we do.
- You own your data and we provide access making you responsible for updating any record held.
- We do not, and will not, sell any of your personal data to any third party.
- You can cancel your membership or delete any social media accounts at any time.
- You own your content but give us a right to use it.
- We expect our members to act with respect in line with our Constitution and Code of Conduct.
- We can suspend your use of our social media and email groups if you act inappropriately.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our email group, newsletter, or participate in discussion boards on our website or social media channels. The information you give us may include your name, date of birth, address, e-mail address, phone number, emergency contact details, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information, which is classed as special category personal data.

Why we need your personal data

The reason we need your Athletics Data is 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 is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club officials and volunteers to administer and enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority or other bodies;
- analysing anonymised data to monitor club trends; and
- sending a club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club email circulars and messages on our digital channels to promote club activity; and
- publishing of race and competition results

Marketing and communications

- sending information about promotions and offers from relevant third parties;
- sending information about selling club kit, merchandise, transport or fundraising.

Any special category health data we hold on you is only processed for the purpose of being able to run activities safely. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which for existing members (prior to 25th May 2018) we deem you have given. You have the option to revoke this consent by writing to the Membership Secretary but please note that in the absence of key information to allow us to operate activities safely, we may require you to cease participation. For new members, we will ask for consent at the point of collecting special category health data.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event). This information will be stored for 3 months after an event and then destroyed securely, unless it involves completion of an accident report in which case it will be retained for 4 years. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has a number of social media channels (e.g. Facebook, Twitter, Strava group, Garmin Group, email group). All members are free to join these pages. If you join any of these channels, please note that provider of the social media platform(s) has their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages. Interactions on social media may also be managed by a third-party provider Hootsuite, whose privacy policy is here: <https://hootsuite.com/en-gb/legal/privacy>.

Race and Event Entries

On occasion we will use a third-party service to manage entries to our races and events. We will ensure the provider has a privacy policy which you can access and read. We will only access and use your data for the purposes of the event you have provided it for.

Club Management Solution

In addition to England Athletics MyAthletics portal, we use Team App as a club management solution. This provides various functionality which you can peruse on www.teamapp.com and you can also see the relevant privacy policy here: <https://www.teamapp.com/privacy>. We import membership data from England Athletics MyAthletics portal to Team App, and when you complete the sign up of your account, you have the option to verify or add personal data.

We use the store function of Team App to sell kit, bus tickets, event tickets and membership dues. This also involves the use of Stripe, who offer services that enable us to conduct online payment transactions and credits our bank account. Stripe handles your payment information in line with its privacy policy: <https://stripe.com/gb/privacy>.

****Special note for non-members**** From time to time, non-members will be invited to buy bus tickets using our Team App platform. The above Team App and Stripe privacy policies apply and we may in addition export some of the information provided to manage the logistics on the day. The Transport Officer or assigned deputy will take reasonable care with your personal information and this non-member information may be stored for 3 months after an event and then destroyed securely, unless it involves bad debt or completion of an accident report in which case it will be retained for 4 years.

Website Visitors

We use a third-party service, WordPress.com, to publish our website (<https://www.elvet-striders.uk>) which is hosted by our hosting provider. We use a standard WordPress service to collect anonymous information about users' activity on the site, for example the number of users viewing pages on the site, to monitor and report on the effectiveness of the site and help us improve it.

When someone visits our website we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Who we share your personal data with

When you become a full 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 Athletics 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.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of use of its club management solution (currently Team App). Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

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 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 may not be able to register or administer your membership.