

## Honiton Running Club Privacy Notice

Honiton Running Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Honiton Running Club 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 filling in our membership form or for an event online or on a printed form or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, gender, date of birth, address, e-mail address, phone number and name of the EA affiliated Clubs with which you are registered.

### 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 team managers to enter events;
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

### For funding and reporting purposes

- analysing anonymised data to monitor club trends; and
- sending an annual 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;
- publishing of race and competition results

Any special category health data we hold on you is only processed for the purpose(s) of fitness/ health checks or passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of your consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

### Social Media

The club has social media pages on Facebook *Honiton Running Club Members* which is a closed group that only members can see. All members are free to join these pages. There is also an open Facebook page *Honiton Running Club*. which all can see. If you join one of the Social Media pages, please note that provider of the social media platform(s) have 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. We currently have no Twitter or Instagram accounts.

### Who we share your personal data with

When you become a member of the Club you can also choose to be registered as a member of England Athletics Limited. If you would like to register as a member of England Athletics Limited, please tick the box in the approval form, and we will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics online 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). If you do not tick the box, the we will not share your data with

England Athletics Limited. Please be aware that should you ever wish to compete in your sport you will have to register with England Athletics Limited at that time.

### **How we hold your data**

Your data is entered into a spreadsheet which is a single password protected file stored only on the membership secretary's computer. The data is an exact copy of that entered by the member in the on-line membership form. It is occasionally analysed to present membership statistics in an anonymous form at the AGM or committee meetings. Another database which contains information are the google email group list of names and emails managed by the membership secretary. Finally entries to club events (e.g. Blackdown events, Hippo and Ottery 10K) contain personal data which is kept on the Full-on-Sport web site. They have their own data privacy policy here <https://www.fullonsport.com/privacy> . In all cases your data will not be shared with other members without your permission.

### **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.

*Last updated May 2018*