



# Ackworth Road Runners

## Privacy Statement and Policy

*(April 2018)*



## **ARR Privacy Statement and Policy**

This Statement and Policy applies to the senior and junior sections of the Club.

### **What data we will collect**

On becoming a member of Ackworth Road Runners (ARR) or Ackworth Road Runners Juniors (ARRJ), ARR will collect certain information about you which may include your:

- name
- date of birth
- gender
- EA number (if applicable)
- email address
- address
- telephone number
- names of the EA affiliated clubs that you are a member of and
- details of any coaching or officiating licenses you hold (Athletics Data).

Your details will be passed to England Athletics in order for them to be able to register you, unless you are purely a social member. You may also choose to provide England Athletics with other information on your online user profile (MyAthletics).

### **Why we will collect it**

We will collect and process your Athletics Data for the purposes of registering you as a member of ARR and administering your involvement in the club. We will process it on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member and to administer the sport.

### **Uses of your data**

- Registration with England Athletics (if applicable)
- Training & competition entry such as coaches and volunteers to administer training sessions
- Sharing data with committee members to enter events
- Sharing data with leagues and county associations and other competition providers for entry in to events.
- Anonymised data to analyse club trends
- Membership and club management: processing of membership forms & payments
- Share data with committee members to provide information about club activities, membership renewals or invitation to social events
- Publishing of race & competition results
- Website management
- Disseminating club news, sending out information about club kit and fundraising.

## **How long we will keep it**

We will retain your Athletics Data for such time as you are an athlete registered with us and will then delete your information on a staged basis as follows:

- Social media and email details – removed after one year of membership lapsing
- Paper applications- confidentially destroyed after two years of membership lapsing

## **Your rights**

You have the following rights under data protection legislation:

1. to access a copy of the information comprised in your personal data;
2. to object to processing of your personal data that is likely to cause or is causing damage or distress;
3. to prevent processing for direct marketing;
4. to object to decisions being taken by automated means;
5. in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed;
6. to claim compensation for damages caused by a breach of data protection legislation.

## **Sharing your data**

We may share your Athletics Data with athletics partners such as UK Athletics, other Home Country Athletics Organisations, selected members of the National Council, Regional Councils, County Athletics Association and / or Area Athletics Association and third- party data managers that we may appoint as data processors as part of administering your involvement in sport.

We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing.

We will also not share any other personal data you provide to us that is not Athletics Data.

## Privacy policy

All the personal data we collect from you will be collected, stored and processed in accordance with the terms of ARR's privacy policy:

- The England athletics online portal forms the main data repository for athletics information for the club. *Passwords for this are known to the Club secretary and Treasurer only.*
- Membership application forms will be retained in paper form in a secure location in the Treasurer's home address
- Paper copies will be used as a backup in case of England athletics portal failure
- Electronic membership data is held within the secure ARR Membership Dropbox account. For further information on Dropbox data security see <https://www.dropbox.com/security/GDPR>. *The password for the ARR Membership Dropbox account is known only to the Club Secretary, Treasurer and Junior Section Chair.*
- Paper based data will only be moved for the purposes of transferring to a new membership secretary
- Email addresses are stored within the secure MailChimp bulk emailing service that ARR uses. For further information on MailChimp data security see <https://mailchimp.com/about/security/>. *The password for the ARR MailChimp account is known only to the Club Secretary and Treasurer.*

## Complaints

If you have any concerns or complaints in relation to how ARR collects and/or processes your personal data, you should contact ARR's Club Secretary by email ([secretary@ackworthroadrunners.co.uk](mailto:secretary@ackworthroadrunners.co.uk)) in the first instance.

If you are dissatisfied with how your concern/complaint is dealt with by ARR, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk))

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