



## LEIGHTON FUN RUNNERS – DATA PROTECTION POLICY AND NOTICE 2018

Leighton Fun Runners (the Club) is committed to protecting the privacy and security of your personal information. This privacy notice describes how the Club collects and uses personal information about you during and after your membership with us, in accordance with the General Data Protection Regulation (GDPR).

Leighton Fun Runners is a 'data controller'. This means that the Club is responsible for deciding how it holds and uses personal information about Club members. The Club is required under the GDPR to notify you of the information contained in this notice.

### Data Protection Principles

Under the GDPR, the information the Club holds about you must be:

1. Processed lawfully, fairly and transparently
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and kept up to date
5. Kept no longer than necessary
6. Kept securely

### How does the Club collect personal information?

The Club collects personal information directly from members through its membership registration form, other forms on the Club's website or social media platforms, or via email.

### What information does the Club collect?

The Club collects the following:

- Name
- Address
- Home/mobile telephone numbers
- Email address
- Date of birth
- Emergency contact details
- Ability (in terms of time taken to run a particular distance)
- Relevant medical background information (for run leader awareness)
- Social media aliases

### How does the Club use this information?

The processing by the Club of the personal data you give us allows you to participate fully in and enjoy membership of the Club. The Club will use this information to:

- Register you as a member of the Club and administer your membership
- Administer activities you register for (both Club and external eg. Three Counties Cross Country)



- Register you for regular Club and training sessions
- Maintain Club records – eg. where a Championship or Club-wide competition is held
- Produce some basic analysis – eg. results, miles logged etc
- Promote the Club and its activities through its weekly email newsletter to you and via periodic mailshots
- Promote the Club and its activities on its website and social media platforms
- Contact you regarding Club announcements
- Contact you regarding your merchandise purchases etc.

#### Who does the Club share my data with?

When a member joins or renews membership with the Club, the Club transfers the member's details to England Athletics (EA) as part of the Club's EA affiliation. The information required by EA is runners' names, contact details and dates of birth.

EA will use this information to enable access to an online portal for you (called myAthletics). EA will contact you to invite you to sign into and update your myAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with EA, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

The Club does not disclose your information to any other third parties except where it is obliged to do so by law. The Club does not collect or compile personal information for dissemination or sale to external parties for marketing purposes or host mailings on behalf of third parties.

#### How long does the Club keep my information for?

The Club will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. Where you cease to be a member we will delete your information after one year although we may anonymise data for analysis and historic purposes.

#### What are my rights?

Individuals have certain rights under the GDPR that apply in certain circumstances, eg. you have a right to:

- access a copy of the information the Club holds about you
- object to the processing of your personal information
- request erasure or correction of the information
- request the restriction of processing of your information
- request the transfer of your information to another party.

#### Any queries?

Please contact the Club Chairman or Secretary in the first instance.



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