

LEIGHTON FUN RUNNERS – DATA PROTECTION POLICY

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, 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 and participants in its events and programmes. 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

For Club members

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 you expressly consent to provide (for run leader awareness)
- Social media aliases
- Photographs

How does the Club use this information?

The Club must have a lawful basis for using your information. 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 provide membership services to you, including:

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

- Register you for regular Club and training sessions
- Administer any payments you make to the Club
- Maintain Club records – e.g. where a Championship or Club-wide competition is held
- Produce some basic analysis – e.g. 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 or other purchases

You are not obliged to share your personal information with the Club but if you chose not to we may not be able to register or administer your membership.

The Club may also use your information where you have consented the Club may do so; where the Club has a legal obligation to do so and where the Club has a legitimate interest in doing so.

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.

The Club does not disclose your information to any other third parties except where it is obliged or permitted 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.

The Club may use anonymised information for grant applications and funding.

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 or for a period defined by law. Your data is updated every year on membership forms and this will be securely destroyed after three months of your ceasing to be a member. Where you cease to be a member we may anonymise data for analysis and historic purposes.

EA have their own retention policy for personal data they collect from you which you can view at www.englandathletics.org.

For entrants to Club races

The Club collects your personal information, as stated in the entry form, when you sign up to enter Club organised events such as the Leighton 10k and Leighton 5k. We use this information to administer your entry and communicate with you about the event beforehand and after the event

for results, photograph purchases and ask for your feedback etc. We may contact you about future year's events.

The Club may use a third party provider to administer entries, results and communicate with you on the Club's behalf.

Full details are contained on the online race entry page.

For Couch to 5k participants

We collect your personal information, as stated on the sign up page of the Club's website, to administer your participation in the Club's Couch to 5k programme. We will use these details to communicate with you about the programme and may ask for your feedback afterwards. We may take photographs during the programme and at the graduation which we may use in future publicity and on our social media channels.

If you subsequently become a member of the Club, refer to the 'Club members' section of this policy.

The Club will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. If you do not join the Club we will delete your personal information after three months 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, e.g. 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 email dpofficer@leightonfunrunners.org.uk in the first instance.

You may contact the UK's supervisory authority, the Information Commissioner's Office (ICO), if you have any complaints about the processing of your data.

Please note that the Club may update this privacy notice at any time by placing a revised copy on its website.

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