



Club Standard 4: Privacy Notice covering General Data Protection Regulation (GDPR)

Istead and Ifield Harriers (herein after to be referred to as “the Club”) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, the 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 forms (hardcopy or online), or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, gender, date of birth, address, e-mail address, phone number, and name of the England Athletics (EA) affiliated clubs with which you are registered. We may also ask for relevant health information.

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 data 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:

a) 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 other competition providers for entry in events.

b) 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

c) Marketing and communications

- sending information about selling Club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose of passing health data to run leaders and coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent.

On occasion we may collect personal data from non-members (such as any non-member participant who fills in a health disclaimer or form for trial Club sessions). This information will be stored until a decision on membership is made. If the decision is taken not to pursue membership, the personal data collected will be destroyed securely. 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 closed members-only Facebook group and an open Facebook page. All members are free to join the closed group and follow the open page. Please note that the provider(s) of 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.

Who we share your personal data with

When you become a member of the Club, you will 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 does not store or transfer your personal data outside of the UK.

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. It is your responsibility to update your personal data via the MyAthletics portal, and to also notify the Membership Secretary. Any personal data we hold on you will be securely destroyed within 1 year of you resigning from the Club.

In addition, England Athletics Limited's retention policy states that your data will be kept on their system no longer than 4 years since the last activity on your account which, in practical terms, means 4 years after you resign from the Club.

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.

Adopted: March 2022

To be reviewed on: March 2025

This policy should be read in conjunction with the following Club Standards:

- Constitution
- Committee and Club Supporting Roles and Responsibilities
- Grievance and Disciplinary
- Inclusion and Diversity
- Safeguarding Codes of Conduct
- Health and Safety including Risk Assessments
- Social Media