

Port Talbot Harriers Privacy Notice

Port Talbot Harriers Running Club (www.porttalbotharriers.co.uk) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Port Talbot Harriers Running Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. Your data is collected on the grounds of explicit and legitimate purposes only and the Club will only ask for your data when necessary, explain if data will be shared and how long it will be kept. Your data will be accurate, kept up to date and erased without delay should your data no longer be required for the purposes to be processed. Your data will only be retained as long as necessary, and your data will be secure.

All Club members have the right to be informed; The right of access; The right to erasure; The right to restrict processing. "Processing" includes obtaining, recording or holding information or data, transferring it to other organisations, such as Welsh Athletics, for legitimate purposes. If at any time you wish to withdraw consent for us or any associated organisation to process your personal data, you should contact the Club Secretary using the contact form on the Club website or in person.

You may be assured that the Club will treat all personal data as confidential and will not process it other than for a legitimate purpose associated with Club and associated activities. Steps will be taken to ensure that the data is accurate, kept up to date and not kept for longer than necessary. Measures will be taken to safeguard against unauthorised or unlawful processing and accidental loss or destruction or damage to the data.

You are entitled to have access to your personal data that is held by the Club. You will not be charged for the Club supplying you with such data. The Club will respond to your request as soon as possible and within the maximum time frame of one month.

Where you believe that your data has been wrongfully processed, stored or handled, you have the right to raise a concern with the Information Commissioner's Office (ICO). Details on how to do this can be found here: <https://ico.org.uk/for-the-public/raising-concerns/>.

Introduction

Port Talbot Harriers Running Club (the Club) is committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act 1998 and from 25th May 2018 with the General Data Protection Regulation (GDPR) 2018. This policy explains how the data we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your data under Data Protection Legislation.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club (via paper form or electronically registering on our website), or participate in discussion boards on our website or social media groups. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the WA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information, disability or other data that may be relevant to your membership of the club as an athlete.

The following points relate to personal data we collect via our website and why we collect it:

- Your name, email address, postal address and any other data you voluntarily provide to us via our website and online forms. Your date of birth is also used to determine your age category for race results shown on the website, but it is not shared with users of the website.
- When visitors leave comments on our website we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.
- Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your

interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

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:

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 facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- 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;
- The transfer of registered members from one club to another;
- club newsletter promoting club activity; and
- publishing of race and competition results.

Marketing and communications

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

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 consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. any non-member participant who fills in a health disclaimer or form at a taster event). This information will be stored for 2 weeks after an event and then 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 Website and Facebook and Twitter social media page. All members are free to join the website and social media pages. 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.

Who we share your personal data with

When you become a member of or renew your membership with Port Talbot Harriers Running Club you may choose to register with Welsh Athletics. If you do, we will provide Welsh Athletics with your personal data which they will use to enable access to their online portal. Welsh Athletics will contact you to invite you to sign into and update your details on their portal (which, amongst other things, allows you to set and amend your privacy settings). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings.

The Club may also share your personal data with the police and other law enforcement agencies for the purposes of crime prevention or detection. If we disclose your data, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that the Club is obliged to disclose it. This is done on a strictly case by case basis and through a tightly controlled process to ensure that we comply with Data Protection Legislation.

The Club does not supply any personal data it holds for this purpose to any other third party.

Protecting your Data

We will take all reasonable steps to ensure that your data is treated securely and in accordance with our privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any data you send to us over the internet.

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 Welsh Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

If you leave a comment on our website, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

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.

You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Changes to our privacy policy

We regularly review our Privacy Policy and updates will appear on our website.

Contacting Port Talbot Harriers Running Club about this privacy policy

If you have any questions or comments about this Privacy Policy please contact the Club Secretary using the contact form on the Club website.