

Radley AC Privacy Policy

Summary

Radley AC take the protection of the data that we hold about athletes, volunteers, coaches and officials seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation (General Data Protection Regulations – GDPR).

This privacy statement sets out how we will treat the personal information that you provide to us either when applying/reapplying for membership or in other circumstances when we collect data from you (including via email) such as applying for the Club Open meeting and Club Championships.

We will take all appropriate steps and reasonable care to keep your information secure and to prevent any unauthorised access.

What data we will collect

In becoming a registered athlete, coach, official or volunteer, we will collect certain information about you which may include your name, date of birth, gender, URN number, email address, address, telephone number and details of any coaching or officiating qualifications and licenses you hold. We will also collect the full name, address and telephone numbers of an emergency contact nominated by you.

Why we will collect it

We will collect and process your data for the purposes of registering you as an athlete and/or administering your involvement in the sport. We will process it on the basis of legitimate interest to ensure the sport is running itself efficiently, with the minimum of bureaucracy and volunteer time. Such activity will include managing our teams, communicating with you and other members via email and post regarding Club activities.

If you are a licensed coach or official in the sport we will process your data on the basis of legitimate interest in administering the Club's activities, including managing your qualifications, disclosure and barring service checks, and communicating general Club activities.

In becoming an athlete with Radley AC we will share certain information about you with England Athletics in order to register you for competitions. This will include your name, date of birth, gender, URN number, email address, address, telephone number, name of the EA affiliated club that you are a member of. England Athletics will also hold details of any coaching or officiating qualifications and licences you hold.

How will it be stored

The data that we collect from you is stored securely by the Club on password protected databases or memory sticks. All volunteers involved in Club activities such as Coaches and team manager's that have access to your data are also required to adhere to the requirements of this Policy.

How long we will keep it

We will retain your membership data for such time as you are a registered athlete, qualified coach, official or volunteer with the Club and will then delete your information on a staged basis as follows:

Type of Info	Date of Deletion
Athlete data via membership form	Retained for a year after the year in which the membership applies.
Athlete data via membership database	Retained for a year after the year in which the membership applies.
Coach, Official and other Volunteer Data	For such time as an individual is an actively involved in the Clubs activities (coach or official etc) and for a year thereafter.

Your rights

You have the following rights under data protection legislation:

- to access a copy of the information/personal data we hold;
- to object to processing of your personal data that is likely to cause or is causing damage or distress;
- to prevent processing for direct marketing;
- to object to decisions being taken by automated means;
- in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed;
- to claim compensation for damages caused by a breach of data protection legislation;
- to lodge a complaint with the Information Commissioner's Office; and
- to request a copy of your personal data for you to reuse for your own purposes across different services.

If you wish to make any enquiries about any of these rights, please contact The Chairperson or Membership Secretary in the first instance.

Sharing your data

We will share your data with the Athletics Governing Body for the purposes of registering you as an athlete. We may share your information with other formal bodies involved in the administration of the sport including: County Athletics Association and/or Area Athletics Association, County Officials Secretaries but only where essential and if not deemed essential will ask for your permission beforehand. All bodies will have their own Privacy Policies and Procedures.

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 related to athletics directly. We will not share with commercial organisations without consent.

In addition, we will share your information with the following Radley AC personnel:

- Coaches – athletes contact and medical details will be shared on a need to know basis with the athletes coach
- Team Managers – Team managers will be provided with contact details and medical information for those athletes eligible for their team.

- Welfare Officer - Coaches and Officials License information will be shared to enable the Club to manage the welfare of its members, ensuring Disclosure and Barring Checks and therefore licenses are updated and maintained by all those who require it to assist with Club activities.

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. Where this is not possible, Club recipients are advised to retain and use your information in line with this policy.

We may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.

Privacy policy

All of the personal data we collect from you will be collected, stored and processed in accordance with this policy and which is in line with the Governing bodies Policy.

Complaints

If you have any concerns or complaints in relation to how the Club collects and/or processes your personal data, you should contact the Chairperson or Membership Secretary in the first instance.

If you are dissatisfied with how your concern/complaint is dealt with by the Club, you have the right to report your concern/complaint to Governing body.

Approved by the Committee - May 2018