

## Ilkley Harriers AC Data Privacy Notice



### Privacy Notice

Ilkley Harriers AC (The Club) is committed to protecting your privacy, and takes its responsibilities regarding the security of user information very seriously. 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 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, subscribe to our newsletter, or participate in discussion boards on our website. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information which is classed as special category personal data.

#### **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

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data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches and run leaders 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.

The Club has the following social media pages: Facebook, Twitter. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platforms have their own privacy policies and that the Club does 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 also 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

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England Athletics Limited, please contact

[dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org)

The Club uses 'PaySubsOnline' to assist with its membership administration. The information you have provided to The Club by means of a membership application form is stored on a password protected, encrypted, UK based web-server database for the purposes of recording race results, writing to your home address with club correspondence, and distributing club emails relating to renewals, forthcoming races, or official club events. We will also use your contact details in an emergency situation. Only selected members of the Ilkley Harriers Committee and club coaches have access to your personal information. We will never divulge your contact details (such as email address, telephone numbers, or home address) to any other party without your prior consent. In other words, even if another member requests your details, we will first contact you to ask for your authorisation before passing on any information.

### **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 England Athletics Limited's

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retention policy. 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 at any time request details of the personal information which we hold about you. If you would like a copy of the information held about you please contact the Membership Secretary. If you think we hold incorrect information please contact the Membership Secretary.

As a data subject you are not obliged to share your personal data with the Club. However if you choose not to share your personal data with us we may not be able to register or administer your membership.

### **Photographs & Running Results**

Photographs are often taken of Ilkley Harriers taking part in running events. The photographs are used by The Club on our website, and in club publicity and promotion.

Results – including full names – of Ilkley Harriers who have taken part in races and running events are normally posted on our website. Please be aware that when you participate in any sporting event, your results will be published on the organiser's site and numerous other race results sites. In many cases photographs are posted with runners and individuals are identifiable.

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### Opting Out

If you are unhappy about the use of your data or photographs as described in this statement please notify the Membership Secretary with your concerns.