

# **SIDMOUTH RUNNING CLUB**

## **General Data Protection Regulation (GDPR)**

### **Privacy Policy**

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#### **1. Key Principles**

1. All data is processed securely.
2. It is updated regularly and accurately.
3. It is limited to what the club needs.
4. It is used only for the purpose for which it is collected.
5. It is kept only as long as necessary.

#### **2. What data do we collect?**

To become an individual member of Sidmouth Running Club you provide us with your name, address, post code, telephone number, date of birth, gender, and e-mail address. To become a family member you also provide the name, gender and date of birth of each individual member. This is the only data we collect on you. For members who become coaches or run leaders, we also hold any coaching qualifications and the validity periods of the Disclosure and Barring Service checks. Bank details are not held.

#### **3. How is it collected?**

Paper membership forms or electronically via forms on the website.

#### **4. How is it stored?**

The completed paper membership forms are held securely in a locked cabinet by the Membership Secretary.

The Membership Secretary, Secretary and Treasurer all hold an electronic list of members names, telephone numbers and email addresses held in password protected files.

## 5. What third parties have access to your personal data?

Sidmouth Running Club does not share the personal information of any club member with any other organisation except England Athletics and only then when membership of England Athletics is requested.

**England Athletics.** When you become a member of, or renew your membership with Sidmouth Running Club you can also choose to be registered as a member of England Athletics (you will have to register with England Athletics if you ever compete for the club under the UKA rulebook). If you tick the box on the membership form we will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called myAthletics). England Athletics 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 England Athletics, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

Both the Secretary and Membership Secretary have access to the EA portal through a password protected link, each having a different password. On a change of personnel in either role, their link will be removed from the portal with the new incumbent setting up their own link and password.

HSBC – to pay any expenses, bank account details will be given to HSBC as needed. No other personal information will be shared with HSBC.

When claiming expenses you should forward your bank details separately on every occasion as they will be destroyed once the payment has cleared.

**Coaches and Run Leaders.** When you become a Coach or Run Leader your e-mail address is shared between yourselves for communication purposes. On leaving the Club or retiring from the role your address will be removed within a month.

## 6. What do we use your data for?

Processing of membership forms and payments.

Providing information about club activities, membership renewals or invitations to social events.

Publishing of race and competition results both on the running club website and Facebook page and in the media.

Website management.

Sending club newsletter.

Sending information about selling club kit, merchandise or fundraising.

## **7. Website**

### **7.1 What is not on the website?**

There are no database files of identifiable information.

Personal email addresses do not appear.

Forwarding to members email accounts are via sidmouthrunningclub.co.uk's email address that can only be accessed by the web editor.

### **7.2 What is on the website?**

Names and photos of Club Committee members and of Club Coaches and Run Leaders.

Names and photos relating to Club events and participation in various races and other events.

Participation and details entered into the Club Strava group.

Results of local races, SRC and others, including names and age category.

## **8. How long is the data retained?**

Members details are securely kept for up to 24 months after their membership ceases, after which they are destroyed.

## **9. Events organised by the Club.**

In addition to results which are kept indefinitely, names, contact details, age and affiliation are kept securely by the Race Organisers for up to 24 months after the event.

## **10. Review of the Policy.**

The Policy is subject to a regular review by the Club Secretary, at least on an annual basis, and the results of the review reported back to the Committee.

Signed .Terry Bewes

Position. Chair

Date 1<sup>st</sup> May 2018