

# Stroud & District Athletic Club Data Protection Policy

## 1) Data we collect

In becoming a member of Stroud & District Athletic Club (**the Club**), running with **the Club**, entering one of our races or volunteering to assist **the Club** we will collect certain information about you which may include but not be limited to your name, date of birth, gender, membership number, email address, address, telephone number, and details of any coaching or officiating licenses you hold (**Athletic Data**). Any special category health data we hold on you is only processed for the purpose of passing health data to coaches or race organisers to allow the safe running of training sessions or races.

When you become a member of, or renew your membership with, **the Club**, or you register for one of our races, your **Athletic Data** will be gathered and retained in a secure database.

When you become a member of, or renew your membership with, **the Club AND** you choose to become UKA Affiliated 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 Athletic, please contact [dataprotection@englandAthletic.org](mailto:dataprotection@englandAthletic.org).

## 2) Why we will collect it

We will collect and process your **Athletic Data** for the purposes of registering you as a member of **the Club**, England Athletics and administering your involvement with the club and our races/events. We will process it on the basis of legitimate interests. Our legitimate interests are registering you as a member of and to administer **the Club** and our races.

**The Club** will use your data provided only for the following reasons:

- Training and competition entry:
  - a) Our club coaches use some of the information, particularly that relating to age and medical conditions, to plan training programmes.
  - b) Our club coaches need to know of the medical information relating to any athlete to ensure that they do not ask the athlete to undertake any athletic activity which would be harmful to their health.
  - c) The Team Managers use the information to compile team lists for competitions, notify athletes and keep records of competitions competed in.
  - d) Our Facility providers to manage access to the track or check delivery standards.
  - e) Share data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.
- Funding and reporting purposes:
  - a) Anonymised data shared with a funding partner as condition of grant funding e.g. Local Authority.
  - b) Anonymised data analysed to monitor club trends.
- Membership, race, event and club management:
  - a) Processing of membership forms and payments.
  - b) Share data with committee members to provide information about club activities, membership renewals or invitation to events.
  - c) Management of club races and events.
  - d) Publishing of race and competition results.

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- e) Website management.
- Marketing and communications (where separate consent is provided):
  - a) Sending club newsletter.
  - b) Sending information about selling club kit, merchandise or fundraising.

## 3) How long we will keep it

We will retain your Athletic Data for such time as you are an athlete / volunteer registered with us and will then delete your information on a staged basis as follows:

Type of information	Date of deletion
Athletic Data	Four years after an individual has not played an active part in the sport.
Club Records	Indefinitely – anonymised if requested
URN, name and date of birth	This information will be anonymised after the four year period referred to above.
EA Personal Details and Disclaimer form	Upon joining the club or 6 weeks whichever comes first

## 4) Your rights

You have the following rights under data protection legislation:

- to access a copy of the information comprised in your personal data;
- 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.

## 5) Sharing your data

We may share your **Athletic Data** with Athletic partners such as UK Athletics, County Athletics Association and / or Area Athletics Association and third-party data managers that we appoint as data processors as part of administering your involvement in club.

**Athletic Data** we have collected for race management purposes maybe shared with our professional race management companies. This data will only be used for the purposes of race management.

We will not transfer your data to any other third parties without obtaining your prior written consent and, where possible, we will anonymise your data before sharing.

## 6) 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 clubs' data protection officer via email [dataprotection@stroudac.co.uk](mailto:dataprotection@stroudac.co.uk) or a committee member. 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 the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk))