



# Data Privacy Policy

## Document History

Version	Date	Notes
Initial	02/02/2017	Policy written
1	23/02/2017	Policy approved

## Introduction

City of Norwich AC (CoNAC/the club) collects certain information or data about you when you register as a member, be that as an athlete or a volunteer.

This includes:

- Name, address, telephone number, email address, date of birth and medical conditions.
- Questions, queries or feedback you leave, including your email address if you send an email to us.

This helps us to:

- Establish or maintain membership, support and administer activities by CoNAC.
- Respond to any feedback you send us, if you've asked us to.

## Where your data is stored

- On secure servers.
- It may also be stored outside of Europe.

## **By submitting your personal data, you agree to this.**

- Keeping your data secure
- Transmitting information over the internet is generally not completely secure, and we can't guarantee the security of your data.
- Any data you transmit is at your own risk.
- We have procedures and security features in place to try and keep your data secure once we receive it.
- We won't share your information with any other organisations for marketing, market research or commercial purposes.
- Payment transactions are always encrypted.

## **Disclosing your information**

- We may pass on your personal information if we have a legal obligation to do so, or if we have to enforce or apply our terms of use and other agreements.
- That information is only shared with people and organisations necessary to carry out the Club's activities.

## **Your rights**

You can find out what information we hold about you, and ask us not to use any of the information we collect.