



Collection, Storing and Processing of Personal Data (Privacy Notice)

Document History

Version	Date	Notes
Initial	02/02/2017	Policy written
1	23/02/2017	Policy approved
2	26/04/2018	Updated to be compliant with GDPR (PM)
3	27/04/2019	Included new membership system provider and payment providers (TB)
4	09/08/2019	Removed SportsTG as they are no longer our membership system processor and amended the data retention statement.

Introduction

City of Norwich Athletics Club (CoNAC) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, CoNAC 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 or when you participate in discussion boards on our website or via Social Media. The information you give us may include your name, date of birth, address, e-mail address, phone numbers, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information and parent or guardian address and phone numbers or other data.

Why we need your personal data

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

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, clubs that host athletic matches, county associations and county schools' associations and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- Social Media, promoting club activity;
- publishing of race and competition results
- providing information about club kit and events
- complaint and welfare issues

Any special category health data we hold on you is only processed for the purpose(s) of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of vital interest.

On occasion, we may collect personal data from non-members (e.g. such as any non-member participant who provide personal data at a taster event). This information will be stored for 360 days after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has a Facebook page which all members are free to join. If you join the Facebook page, please note that provider of the social media platform(s) has their own privacy policies and that the club do 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 and aged over eleven, 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 England Athletics Limited, please contact dataprotection@englandathletics.org.

In addition, the following external organisations have access to your data:

- Power of 10 (for recording athletic performances)
- Webcollect (our membership system provider (from April 2019))
- PayPal (for payment processing)
- GoCardless (for payment processing)
- Mailchimp (for sending emails)
- Google (for sending emails)
- Ticket Tailor (for paying for events or transport)
- Eventbrite (for expressing interest in competing or attending events)

The Club does not supply any personal data it holds for this purpose to any other third party. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member or are connected with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after seven years of inactivity on that member's account. 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 have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

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