



## **Havering Athletic Club – Privacy Policy**

Havering Athletic Club (HAC) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, HAC 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 that you provide when you register with the Club waiting list, prior to membership. The information you give us may include your name, date of birth, address, e-mail address, phone number, school/college, name of any other England Athletics (EA) Clubs with which you are registered, EA Registration number (if already issued) and gender (This information is classed as Athletics Data).

We also hold photographs of you submitted as part of your membership registration, and other photographs taken at subsequent competitions and events. We also ask for relevant health information, emergency next of kin, and details of any prior athletics or other sporting experience, 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 data is that we have a contractual obligation to you as a member to provide the services you are registering for.

The reasons we need to process your data include:

### **For training and competition entry**

- sharing personal data with club coaches, volunteers or officials to administer training sessions;
- sharing personal data with club team managers to enter events; and
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for your entry in events.

### **For funding and reporting purposes**

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority; and
- analysing anonymised data to monitor club trends;

### **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;
- club newsletters promoting club activity, when produced;
- keeping performance ranking lists; and
- publishing race and competition results, and making these results available to external results database providers (e.g. Power of 10/TOPS).

Any special category health data and emergency next of kin details we hold on you is only processed for the purposes of passing health data to coaches to allow the safe running of training sessions or to team managers for the safe running of teams. We process this data on the lawful basis of consent, which we have been given by completing and returning the Emergency Next of Kin/Medical Details card.

Any photographs which we hold on you are for the purposes of club membership administration, publicity or news releases, or for the club website and social media accounts. We process this data on the lawful basis of consent, which has been sought and given on joining and on annual membership renewal forms.

The club has the following social media pages: Facebook, Twitter and Instagram. All members are free to join/follow these pages. If you join one of the Social Media pages, please note that providers of the social media platform(s) have 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, 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](mailto:dataprotection@englandathletics.org).]

The Club does not supply any personal data it holds for this purpose to any other third party, except where we have a statutory duty to do so (e.g. Exemptions under Schedule 2 of the Data Protection Act 2018). The Club does not store or transfer your personal data outside of the UK.

### **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 retention policy. The exception is individual results which are kept for historical records purposes indefinitely. 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. However, if you choose not to share your personal data with us please note that we may not be able to register or administer your membership.