



PRIVACY POLICY

(Please also refer to the Rugeley Runners Privacy Statement)

About Rugeley Runners (RR)

Rugeley Runners is referred to in this document as 'RR' or 'The Club' and is represented by an elected committee. RR is a Running Club based in Rugeley, Staffordshire and is registered with England Athletics (EA). Members can choose to register with EA if they wish. RR is partnered with Rugeley Cricket Club (RCC), Chaseley Road, Rugeley Staffordshire WS15 2LQ where we meet on most Tuesday and Thursday evenings from 18:15 to start running at 18:30.

We have a website: www.rugeleyrunners.org.uk

The purpose of this Policy is to enable Rugeley Runners to meet its commitment and its obligations to ensure the privacy of its members (and non-members participating in RR Beginners' Courses)

Therefore, this policy covers the following areas:

- Introduction
- The information RR collects about you
- The information provided to RR
- How RR uses your information
- Protecting your information.
- Finding out what information Rugeley Runners holds about you
- Data Retention and Removal
- Changes to the Privacy Policy
- Contacting Rugeley Runners about this Privacy Policy

1) Introduction

RR is committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). This policy explains how the information collected about you is used and kept securely. It also explains your privacy choices when using the RR website as well as your right to access your information under Data Protection Legislation.

2) The information RR collects about you

RR may collect the following information about you through the membership application and renewal form:

name,

gender,

email address,

postal address,

phone numbers of member and emergency contact(s)

details of payment of annual club membership fees.

any other information relevant to running that is provided by you (e.g. medical information)

The Club runs Beginners' Courses for non-members for which participants complete a Beginners Registration Form. The data collected is the same as for Membership Application/Renewal.

3) The information provided to RR

RR may also be provided with information about you from England Athletics and other clubs with which you are registered. That information may include: name, date of birth, gender, email address, address, telephone number, name of the EA affiliated Clubs with which you are registered and any coaching or officiating licenses that you hold (Athletics Data).

4) How RR uses your information

The data provided to Rugeley Runners will be held as follows:

RR Members: in the case of membership application and renewals and externally supplied data, data is held by the Membership Secretary as paper files containing the membership renewal & application forms and on the membership secretary's PC as an electronic, password-protected file containing the data supplied.

Beginners Courses: Beginners' registration details will be held by the Club's Welfare Officer or other nominated committee member as paper copies and as password-protected, electronic files on the relevant committee member's PC.

Contact details (mainly emails and phone numbers but on occasions, postal addresses where this is the only way to make contact) may be shared with other club members for the purpose of communications and sharing information about club-related activities included in the list below:.

The Club may use your personal information for a number of purposes, including:

- To contact you about athletics events, club running activities and running competitions and challenges.

- Changes to rules and regulation that are relevant to the club activities
- Updates to advice and guidance relating to specific roles held within athletics and the club
- To contact you about club fund-raising and social activities
- To contact you about annual membership renewals for the Club and for renewals for registration to England Athletics.
- For EA-registered members, the Club will provide EA with the necessary personal data required by them for registration (as stated on the RR Membership Renewal / Application Form). Details of how EA use your personal data and ensure privacy can be obtained from dataprotection@englandathletics.org and by reference to the England Athletics Privacy Statement and Privacy policy available on the EA website: www.englandathletics.org
- To contact you about relevant activities of our partner, Rugeley Cricket Club
- To deal with your requests and enquiries and for reasons related to your enquiry.
- To report to the club committee and / or club members about club and individual performance related to athletics and club activities.
- Members details (normally only names) will be given to RCC for the purpose of administering social activities and events
- Using personal data to meet legal obligations:
 - Rugeley Runners may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.
 - If RR discloses your information, we will ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that The Club is legally obliged to disclose it.
- Our website
We have a club website www.rugeleyrunners.org.uk which is used to communicate club-related information, information about running routes and events, event results and club-related social activities. Contact details (emails and phone numbers) of RR Committee Members are held on our website. We may post information about members' race competition results on our website (names, age, event, race position). Photographs of members may be published on our website. No other personal data will be posted.
- Social Media
RR is associated with three Facebook groups. One is a closed site restricted to members (Rugeley Runners Members Only Social Group), Rugeley Runners (Open Group) and Rugeley Runners Beginners Group.

Members of these groups join voluntarily and therefore are responsible for the information posted. These groups are used to communicate club-related information, information about running routes and events, event results and club-related social activities. Rugeley runners will not publish other personal data about members on the Facebook pages.

Rugeley Runners has a Social Media Guidance Document (based on the EA Social Media Guidance Document) . Members will be made aware that this document is available on our website and club notice board. This document advises members on the safe and responsible use of social media. Members will be requested to comply with the RR Social media Guidance Document.

5) Protecting your information

- The Club will not transfer any personal data to parties other than those referred to in this policy document without your express permission for the specific instance.
- By submitting your personal data, you agree to its transfer, storing or processing as described. RR will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore RR cannot guarantee the security of any information you send over the Internet or through social media.

6) Finding out what information RR holds about you

Under the Data Protection Legislation, you can ask to see any personal information that The Club holds about you in which case please contact, in the first instance, the RR Welfare Officer or any other Club Committee member.

Under Data Protection legislation, you may be required to provide personal identification before the data can be supplied. (Photo driver's license, passport, utility bill)

7) Data retention and removal

Any data that RR collects from you will be deleted in accordance with timescales set out below:

Membership Application and renewal data (as detailed in the membership application/renewal form) and data supplied from EA or other clubs will be destroyed (paper copies) and/or deleted (electronic copies) after a maximum of 3 years after a member has resigned or not renewed membership.

Beginners course data (i.e. contact details as in the beginners course registration form) will be destroyed (paper copies) and/or deleted (electronic copies) after a maximum of 1 year after the end of the relevant beginners course.

Limited Data about members held relating to athletics events and race results may be held indefinitely on club records as a means of celebrating individual and club success. This will only comprise name, age at time of participation and the event concerned. All other data will be removed/deleted after a maximum of 3 years after the member has resigned or not renewed membership.

Specified data will be removed earlier than the timescale stated if the individual so requests it.

8) Changes to our Privacy Policy

This Privacy Policy will be subject to review from time to time in which case updates will appear in this document which is available on the RR website.

This Privacy Policy was last updated on the date at the end of the document

9) Contacting Rugeley Runners about this Privacy Policy

If you have any questions or comments about this Privacy Policy please contact the Rugeley Runners Welfare Officer in the first instance or alternatively another committee member who will inform the Welfare Officer. Contact details for committee members are available on the Rugeley Runners website: www.rugeleyrunners.org.uk or on the Rugeley Runners notice board at our home base at:

Rugeley Cricket Club, Etchinghill, Rugeley, WS15 2LQ

Rugeley Runners Committee

4th April 2018