

## **Bourton Roadrunners data protection policy**

### **In accordance with:**

REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

### **Article 6(1) and Recital 39 states:**

(39) Any processing of personal data should be lawful and fair. It should be transparent to natural persons that personal data concerning them are collected, used, consulted or otherwise processed and to what extent the personal data are or will be processed. The principle of transparency requires that any information and communication relating to the processing of those personal data be easily accessible and easy to understand, and that clear and plain language be used. That principle concerns, in particular, information to the data subjects on the identity of the controller and the purposes of the processing and further information to ensure fair and transparent processing in respect of the natural persons concerned and their right to obtain confirmation and communication of personal data concerning them which are being processed.

Natural persons should be made aware of risks, rules, safeguards and rights in relation to the processing of personal data and how to exercise their rights in relation to such processing. In particular, the specific purposes for which personal data are processed should be explicit and legitimate and determined at the time of the collection of the personal data. The personal data should be adequate, relevant and limited to what is necessary for the purposes for which they are processed.

This requires, in particular, ensuring that the period for which the personal data are stored is limited to a strict minimum. Personal data should be processed only if the purpose of the processing could not reasonably be fulfilled by other means. In order to ensure that the personal data are not kept longer than necessary, time limits should be established by the controller for erasure or for a periodic review. Every reasonable step should be taken to ensure that personal data which are inaccurate are rectified or deleted. Personal data should be processed in a manner that ensures appropriate security and confidentiality of the personal data, including for preventing unauthorised access to or use of personal data and the equipment used for the processing.

**LEGAL BASIS for processing of members personal data by Bourton Roadrunners club.**

Legitimate interests

**PURPOSES OF PROCESSING members personal details by Bourton Roadrunners club.**

Club management and communication by the club secretary.

Club membership management by the club membership secretary.

Club communication requirements associated with media used by the club such as WhatsApp and other social media.

Club event organisers, and other organisations associated with these events solely for, and restricted to, the information required for these events.

Club financial management by the club treasurer with regards to membership fees, England Athletics fees, and purchases from or via the club.

**The personal data collected by Bourton Roadrunners is managed with the following criteria.**

It is collected, stored and processed securely

It is updated regularly and accurately

It is limited to what the club needs or has obligations to provide to other bodies (Example: England Athletics, running and social event organisations)

It is kept only whilst needed

It is used only for the purpose for which it is collected

It is only used for marketing purposes if the individual has given the club consent to do so.

The personal data collected may be used in any of the following ways:

Training and competition entry

- Share data with club coaches or officials to administer training sessions
- Share data with club team managers to enter events
- Share data with facility providers to manage access to the facilities or check delivery standards
- Share data with leagues, county associations (and county schools' associations) and other competition providers for entry in events

Funding and reporting purposes

- Anonymised data shared with a funding partner as condition of grant funding e.g. Local Authority
- Anonymised data analysed to monitor club trends

Membership and club management

- Registration of athlete details with England Athletics. EA require that athletes login to EA and accept the EA privacy policy.
- Processing of membership forms and payments
- Publishing of race and competition results
- Website management
- Share data with committee members to provide information about club activities, membership renewals or invitation to social events

Communications and marketing and (where separate consent is provided)

- Sending club news
- Sending information about selling club kit, merchandise or fundraising
- Sending information about promotions and offers from sponsors

For more information on data protection please visit:

<https://www.englandathletics.org/clubs--community/club-management/gdpr-and-data-protection-advice>