



Devizes Running Club

Privacy notice

In May 2018, the regulations surrounding how companies and organisations can hold your personal data changed. This Notice tells you how we handle your Personal Data and the rights you have, when we hold it. This Notice is intended to comply with the provisions of the General Data Protection Regulation EU 2016/679 (GDPR) which governs how Personal Data is processed within the European Economic Area (EEA).

For the purposes of GDPR, the “data controller” for Devizes Running Club is the Membership Secretary. This means that the Membership Secretary oversees how your Personal Data is processed and for what purposes. For the year 2018-19, the Membership Secretary is Sophie Edwards. You will find contact details at the end of this Notice.

Your personal data

Personal Data is data that relates to a living individual who can be identified from that data. We might be able to identify you from the data itself or by linking that data to other information we have access to. GDPR tells us how we must process your Personal Data.

You may give us information by filling in forms at an event or online, or by corresponding with us by phone, email or otherwise. This includes information you provide when you register with the club. The information you give us may include your name, date of birth, address, email address, phone number, gender, and any medical conditions you have.

Why do we need your personal data?

- To manage your membership information and process membership payments.
- To inform you of news, events, training sessions and activities that we think you might like to hear about.
- To share your contact details with specifically authorised organisations for the purpose of delivering the service we provide.

On occasion we may collect personal data from non-members, for example in relation to the club’s Beginners programme and any race we may host. The information will be stored for 1 month or the duration of the activity it relates to and then destroyed securely.

How do we process your Personal Data?

We comply with our obligations under GDPR in the following ways:

- by keeping Personal Data up to date;
- by storing and destroying it securely;
- by not collecting or retaining unnecessary or excessive amounts of data;
- by protecting Personal Data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect Personal Data.

Which organisations do we share your contact details with?

We use online membership system Entry Central to manage membership of the club. When you join or renew your membership, you provide Entry Central with your personal data for the purpose of setting up your membership. When you become a member of or renew your membership with Devizes Running Club, you will automatically be registered as a member of England Athletics. We provide England Athletics with your personal data, which they use to enable access to an online portal for you (called myAthletics). England Athletics will contact you to invite you to sign into and update your myAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). **If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org.**

The club does not supply any personal data it holds to any other third party.

What is the legal basis for processing your personal data?

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. You will have given us consent to use your Personal Data for the purposes outlined above by agreeing to the declaration provided during the registration process.

How long do we keep your Personal Data?

We keep your Personal Data for as long as you are a member of the club. After you leave, we will keep your information for no longer than we reasonably need. Usually, this will be for a period of six weeks. This is in case of any membership, insurance or legal reasons.

Please note that although we delete Personal Data as outlined above following the termination of your membership, we are unable to take any action with regards to the data held by England Athletics.

Your rights and your Personal Data

Unless we have an exemption under GDPR, you have the following rights with respect to your Personal Data:

- The right to request a copy of the Personal Data which we hold about you, without any charge.
- The right to request that we correct any Personal Data found to be inaccurate or out of date.
- The right to request that your Personal Data is erased where it is no longer necessary for us to keep it.
- The right to withdraw your consent to the processing we carry out at any time.
- The right to request that we provide you with your Personal Data and, where possible, to send that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to ask us to restrict further processing.
- The right to object to the processing of Personal Data.
- The right to lodge a complaint with the Information Commissioners Office and to seek legal recourse.

Further processing

If we wish to use your Personal Data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use. We will do this before we start processing for the new use. We will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

If you have a problem, complaint or, if there is something you don't understand, please contact us first using the following email addresses: chairman@devizesrunningclub.co.uk, secretary@devizesrunningclub.co.uk, membership@devizesrunningclub.co.uk