

Canterbury Harriers Privacy Policy - Approved by Harriers Committee - 13th March, 2018

1. Compliance with the GDPR - Canterbury Harriers is an athletic club open to members on a voluntary basis and organised by volunteers through a management committee. Canterbury Harriers wishes to comply with The General Data Protection Regulation (GDPR) and is the data controller under data protection legislation. As such this Policy has been prepared in accordance with GDPR effective from May 2018.

All of the personal data collected from members on their initial Harriers Application Form and information subsequently updated by members will be collected, stored and processed in accordance with the terms of EA's privacy policy which can be located at: www.Englandathletics.org/privacy-policy.

In relation to personal data the Club will:

- process it securely
- update it regularly and accurately
- limit collection only to what the club needs
- use it only for the purpose for which it is collected; and
- only use for purposes where the individual has given the club consent to do so and/or is contained within the limits of this Policy

2. Wording on Application Form Relating to Personal Information

New members are invited to complete and sign an Application Form and in so doing give their consent to data being collected and processed in accordance with this Policy. The wording on the Application Form is as follows:

'All personal data held by Canterbury Harriers is done so in accordance with the General Data Protection Regulation 2018. Canterbury Harriers has prepared a Privacy Policy (held on the Harriers website) detailing how personal information is handled. You are asked to read this Policy to confirm acceptance of the provisions before signing the Application Form.

Also, when you become a member of or renew your membership with Canterbury Harriers you can also choose to be registered as a member of England Athletics. If you wish to join England Athletics we will send them your personal data which they will 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

3. Statement to Members on Information Collected by Canterbury Harriers

In becoming a member of Canterbury Harriers we will collect certain information about you which will include your name, date of birth, male/female, email address, home address, telephone number, and the name of an emergency contact person (optional). This information will be securely kept and password protected by the Membership Secretary and only released to authorised club officials where there is a defined need to do so.

Information as defined in Section 5 of this Policy is used to maintain a record of club membership and to process entries for club events. Where members voluntarily wish to be registered with England Athletics then these details will be passed to EA on an annual basis with EA having their own data protection policy.

4. How long we will keep Information

We will retain your personal data for such time as you are an athlete registered with Canterbury Harriers and will then delete your information on being advised that membership has resigned or membership has lapsed.

5. How this Information is used

- Share data with club coaches or officials to administer training sessions
- Share data with club team managers to enter events
- Share data with leagues, county associations and other competition providers for entry in events
- General club communications to advise members of club activities

- Anonymised data analysed to monitor club trends
- Share data within committee to identify new members/lapsed members
- Processing of membership forms and payments
- Publishing of race and competition results, including age categories and whether male/female for collating the annual league tables and awards
- Website management
- Sending information about promotions and offers from sponsors (only where appropriate and rarely)
- Reports of races (including photographs) in the Harriers newsletter, press reports and facebook
- Sending information about selling club kit, merchandise or fundraising

We do not transfer your data to any other third parties other than England Athletics or for the purpose of making race entries to which members have agreed to take part. We do not share any other personal data you provide to us, for example, with marketing companies.

6. Member Rights and Obligations

Members have the following rights under the GDPR data protection legislation:

- To access a copy of the information comprised in your personal data;
- To object to processing of your personal data that is likely to cause or is causing damage or distress;
- To prevent processing for direct marketing;
- To object to decisions being taken by automated means;
- In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed

Members have the right to advise the membership Secretary of any changes to their personal information or to have any of their personal information deleted (however this could make them ineligible, for example, for club awards or entry to age related events where entry is via Canterbury Harriers).

Should any members initially have a concern in relation to how Canterbury Harriers collects and/or processes personal data, members should in the first instance contact the Membership Secretary. Should subsequently a member wish to raise a formal complaint then this should be directed to the club's Chairman/Woman.

7. Race Entries for Whitstable 10K

To be added to the Whitstable 10K entry form/site:

"You agree that we may publish your Personal Information as part of the results of the Event and may pass such information to the governing body or any affiliated organisation for the purpose of insurance, licences or for publishing results either for the event alone or combined with or compared to other events. Results may include (but not be limited to) name, any club affiliation, race times, occupation and age category."

8. Kent Fitness League

Alistair to take forward with Dick Whittington, KFL.

9. Data Officials - For Data privacy purposes the following Club Officials are the 'Leads' for the following areas of club activity:

Overall Data Protection Lead - Chairman/Woman

Membership Secretary

Processing of Club Results - Web Manager

Whitstable 10K - Race Director