

**DATA PRIVACY POLICY**

**1. About this Policy**

1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.speyrunners.co.uk/welfare](http://www.speyrunners.co.uk/welfare)

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the ‘controller’ of all personal data we hold about you.

**2.**  **Who are we?**

2.1We are Spey Runners. We can be contacted at [speyrunners@hotmail.co.uk](mailto:speyrunners@hotmail.co.uk).

**3. What information we collect and why.**

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| **Type of information** | **Purposes** | **Legal basis of processing** |
| Member's name, address, telephone numbers, e-mail address(es). | Managing the member’s membership of the Club.  Communicating with members.  Managing the leaders’ rota. | Performing the Club’s contract with the member for the purposes of our legitimate interests in operating the Club. |
| Emergency contact details | Contacting next of kin in the event of emergency | Protecting the member’s vital interests |
| Details of any relevant medical conditions | Dealing with any medical situation which may arise. | Protecting the member’s vital interests |
| Date of birth / age related information | Managing membership categories which are age related | Performing the Club’s contract with the member |
| Photos and videos of members | Putting on the Club’s website and social media pages and using in press releases | Consent. We will seek the member’s consent on their membership application form and each membership renewal form. The member may withdraw their consent at any time by contacting us by e-mail or letter. |
| Race results including: name, club, race category and finishing time. | Maintaining the historical records of the club.  Raising awareness of the club and promoting races. | Club’s legitimate interests to retain such records. Race entrants may request to have their details removed. |

**4. How we protect your personal data**

4.1 We will not transfer your personal data to any third party without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

**5. Who else has access to the information you provide us?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

5.2 Entrants to races organised by Spey Runners are asked to agree to the processing of their personal information in line with the General Data Protection Regulations and to the publishing of their personal information as part of the results of that race and that Spey Runners may pass such information to the governing body or affiliated organisation for the purpose of insurance, licenses or for publishing results either for the event alone or combined with or compared to other events. Race results including, but not limited to information such as name, age category, gender, and finish time, which have been published online will remain online unless a request is submitted by the individual to have their details removed.

**6. How long do we keep your information?**

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs’ legitimate interest to do so (for example for health and safety purposes). This will be no longer than twelve months following a member’s resignation from the Club, after which time data held will be delated or destroyed.

6.2 We securely destroy all financial information once we have used it and no longer need it.

**7.** **Your rights**

7.1 You have rights under the GDPR:

(a) to access your personal data

(b) to be provided with information about how your personal data is processed

(c) to have your personal data corrected

(d) to have your personal data erased in certain circumstances

(e) to object to or restrict how your personal data is processed

(f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

https://ico.org.uk/concerns/

0303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to the Club Secretary (Data Protection Manager) [speyrunners@hotmail.co.uk](mailto:speyrunners@hotmail.co.uk)