

This document sets out Riviera Racers' commitment to protecting personal data and how we will implement this commitment with regards to the collection and use of personal data.

1) Introduction

We are committed to protecting your privacy and processing your personal data in accordance with Data Protection Legislation, namely the General Data Protection Regulation (GDPR).

This policy explains how the information we collect about you is used and kept securely. It also explains your right to access your information under Data Protection Legislation.

2) The Principles of Data Protection

The General Data Protection Regulation (GDPR) outlines seven principles of data protection, to which the Club will adhere:

- Lawfulness, Fairness and Transparency
- Purpose Limitation
- Data Minimisation
- Accuracy
- Storage Limitation
- Integrity and Confidentiality (Security)
- Accountability

3) What personal data we hold on you:

We collect the following information about you when you become a member of Riviera Racers: name, address, date of birth, gender, telephone number, email address, medical information relevant to running (if applicable), emergency contact details.

4) Why we need your personal data:

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the Club. Our lawful basis for processing your personal information is that we have a contractual obligation to you as a member to provide the services you are registering for.

This may include:

For Training and Competition Entry:

- Sharing relevant information with the Club's run leaders who are responsible for safely planning and implementing training sessions.
- Sharing personal data with leagues or events the Club is entering on your behalf.
- Publishing names and age category (if appropriate) in race results and press notices.
- Publishing names and age categories (if appropriate) in the Club Championship league table and club running records which are available on our website.
- In the event of an accident or medical emergency when it may be necessary for the Club to phone a member's emergency contact.

For Reporting Purposes:

- Analysing data to monitor Club trends.
- Sending a Club survey to improve your experience as a Club member.

For Membership and Club Management

- Processing of membership forms and payments.
- Notifying members of Club meetings and distributing agendas and minutes.
- Distributing constitutional documents to Club members.
- Contacting members regarding membership subscriptions and renewals.
- Notifying members of Club social events.
- Sending a Club newsletter to promote Club activities.

Marketing and Communications

- Sending information about promotions and offers.
- Sending information about selling Club kit, merchandise or fundraising.

5) Social Media

The Club has the following social media pages: Facebook (public page), Facebook (members-only page), Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that providers of the social media platforms have their own privacy policies and that the Club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the Club social media pages.

6) Sharing information with England Athletics

All Club members have their name, date of birth, contact details and medical information entered on a secure database which is provided by England Athletics through a club portal. England Athletics is the National Governing Body to which Riviera Racers is affiliated. This is a requirement of the Club's affiliation and insurance with our Governing Body.

If you have opted to register as a competitive athlete with England Athletics, they will use this information to issue your England Athletics Membership and to send you e-newsletters.

England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal.

If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact:

dataprotection@englandathletics.org

**7) Protecting your information**

We will not share or transfer any of your personal data to any third parties, other than England Athletics as specified above in Section 6 of this policy, or unless you consent to us sharing your information with leagues and events the Club is entering on your behalf.

We will take all reasonable steps to ensure that your data is treated securely and in accordance with this Data Protection Policy. Data that is provided to us in membership forms will be held securely by the Club Membership Secretary and only Club officials will have access to your data.

8) How long we hold your data:

We will keep your data for the duration of your membership of Riviera Racers. If you withdraw your membership, have your membership rescinded by the Club, or do not renew your membership at the beginning of our new membership year, your personal data will be deleted within 28 days of the date that your membership ceased.

England Athletics will securely destroy your data after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy.

9) Changes to our Data Protection Policy

We will regularly review our Data Protection Policy and notify all members of any changes. This Policy was last updated in January 2024.

10) Your rights regarding your personal data:

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

If you have any questions or comments about our Data Protection Policy, please contact:

Tracey Roberts
Club Secretary, Riviera Racers
Email: tarob14@gmail.com