



# **COMPTON HARRIERS RUNNING CLUB (CHRC)**

## **GDPR Statement & Privacy Policy**



### **GDPR Statement**

The General Data Protection Regulation (GDPR), a European Union directive commencing on 25th May 2018, replaces the 1998 Data Protection Act and covers all organisations, including sports clubs.

GDPR gives increased privacy rights and power to individuals whose personal data is collected and processed by CHRC (our Members and Race Entrants) and transfers power to the individual whose personal data has been collected. Personal data is data which by itself, or with other data available to CHRC, can be used to identify an individual. Any organisation found to be non-compliant could face prosecution through the Information Commissioner's Office (ICO).

Under GDPR, the CHRC Committee (the Committee) is accountable for the Club's compliance and will do everything possible to ensure that data is collected, stored, processed, maintained, erased and retained in accordance with the General Data Protection Regulation 2018.

To clarify responsibilities for safeguarding data, GDPR provides the following definitions:

A Data Controller is anyone who manages/collects the data (the Committee).

A Data Processor is anyone who uses/handles the data (CHRC Club Officers).

As Data Controller, the Committee will ensure GDPR related requests/issues are recorded and processed in a timely manner.

As Data Processors, Club Officers will forward relevant GDPR related requests/issues to the Club Secretary to log on the 'GDPR Requests & Issues' register for record purposes and/or action by the Committee.

In the first instance, Members, Race Entrants and helpers should direct any such requests/issues to an elected Club Officer.

Details of communications (text & email) relating to Club events that include members' personal information must also be copied to the Club Secretary for logging on the GDPR register.

Any data and privacy concerns or requests may be addressed to [committee@comptonharriers.org.uk](mailto:committee@comptonharriers.org.uk).

### **Privacy Policy**

This policy document demonstrates how personal information is collected by CHRC, what information is recorded, why it is needed and where it is stored. Data stored is 'minimal' and 'fit for purpose' in accordance with GDPR.

#### **1 The information CHRC collects and processes:**

- On receipt of a Membership Application Form, CHRC collects personal information including name, address, date of birth, telephone number and email address of both applicant and next of kin. Applicants also provide details of any medical conditions (including allergies or medication) that affect their running.
- On receipt of CHRC Race Entry Forms and Spreadsheets, we collect personal information including name, address, date of birth, telephone number, email address, running club and affiliation details.
- On receipt of enquiries through CHRC 'Contact' form and direct emails, we collect minimal personal information such as name and email address.

#### **2 How CHRC uses personal information**

CHRC may use information (consistent with an individual's consent, which can be revoked at any time) to:

Notify Members of Club Activities (Training & Races) and other running and sporting events of interest.

Administer Members involvement in Club Activities (Including posts on Social Media).

Issue monthly newsletter.

Advise on any changes to rules and regulations.

Provide updates to advice & guidance by England Athletics (EA) including club affiliation and transfers.

Contact Members/Race Participants by email, text, post & social media to deal with all enquiries and information updates.

Reply to enquiries received via email and 'Contact' form.

Share with EA where EA registration is included on club membership application forms. Note: personal data shared with EA can be accessed on the EA online portal (called MyAthletics). England Athletics will invite members to sign into and update their 'MyAthletics' portal (which also allows individuals to set and amend their EA privacy settings). Any EA privacy questions should be addressed to [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).



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Comply with legal requests. CHRC may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection. CHRC will not disclose personal information, unless legally obliged to do so.

Safeguard an individual's well-being in an emergency situation (e.g. accident or injury).

Notes: 1. Information provided by participants on Race Entry Forms will be used solely for the purpose of race results and identification for health and safety reasons. The information will only be available to CHRC Event Organisers and results partners and will not be passed to any other person or agency, unless required to do so by law.

2. Should CHRC need to share information for any other purpose, we will ask for individual consent.

### 3 Protecting personal information

Information will be processed by Committee Members (according to their roles) and stored securely on private computers, encrypted 'work' computers and within secure personal paper filing systems. This stored information is not accessible to members of the public. Committee members will take all necessary steps to ensure personal data is treated securely and in accordance with this Data Protection & Privacy Policy.

Note: The Internet cannot generally be regarded as a fully secure medium for communication and therefore we cannot guarantee the security of any information sent to us over the Internet however, all necessary steps will be taken to ensure sensitive personal information is safeguarded.

### 4 Individual's rights

Under GDPR, individuals can ask to see any personal data held by CHRC and request a copy for their own purposes. Such requests are called subject access requests. An individual's subject access request must be addressed to the Committee at [committee@comptonharriers.org.uk](mailto:committee@comptonharriers.org.uk) or handed personally to a Committee member.

GDPR also introduces a right for individuals to have personal data 'rectified', to correct mistakes and inaccuracies, or to be 'erased' in its entirety. The right to erasure is also known as 'the right to be forgotten'. Individuals have the right to have their personal data erased if it is no longer necessary for the purpose for which it was collected.

Requests for erasure can be made by contacting a Committee Member either verbally or in writing. CHRC will respond to such a request within one month of receipt.

Individuals also have the right to ask for data inaccuracies to be corrected at any time by contacting CHRC at [committee@comptonharriers.org.uk](mailto:committee@comptonharriers.org.uk) or by contacting a Committee Member, either verbally or in writing, with details of inaccuracies and corrections required. Corrections will be completed as soon as possible, but no later than one month after their request.

Individuals who are not satisfied with the handling of their personal data and privacy have the right to complain and should contact CHRC in the first instance at [committee@comptonharriers.org.uk](mailto:committee@comptonharriers.org.uk) and if still not satisfied, complain to the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

### 5 Data retention

Any personal data that CHRC collects from members and race entry applications will be held in accordance with the following timescales:

| Data                                                    | Retention Details                                                                                     |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| As supplied on Membership Application Form              | One year after non-renewal of membership unless the non-renewing individual requests deletion sooner. |
| Members' Personal performances & Club Handicap records. | For Club continuity, records of event participation and performance will be held indefinitely.        |
| As supplied on CHRC Race Entry Forms & Lists            | Three years after event completion unless the individual entrant requests deletion sooner.            |
| As received by email & 'Contact' Forms                  | As long as necessary to answer queries in line with club activities.                                  |
| CHRC Event Results                                      | For event continuity, records will be held indefinitely.                                              |

Note: Paper copies of Membership Application and Race Entry forms will be scanned and saved electronically for club administration purposes, the paper original being shredded within 10 days of receipt.

### 6 CHRC Data Protection & Privacy Policy will be reviewed as detailed below:

- Annually at the Club's AGM.



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- As necessary following a complaint.
- As legally required following GDPR updates.

*This Policy was issued in May 2018 to comply with the General Data Protection Regulation (GDPR) 25th May 2018. Club Members will be advised by email of any further changes.*