



# Privacy Notice

**Three Counties Running Club** (“**The Club**”, “**We**”, “**Us**”, “**TCRC**”) is a running club based in Leverington, Wisbech. The Club provides services to paying members and non-members in the form of sport-based sessions and events (such as socials/races).

We are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of our services, **the membership team** is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

## What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletter, participate in discussion boards on 3<sup>rd</sup> party services, sign up to an event or submit a race time. The information you give us could include your name, date of birth, address, e-mail address, phone number, and gender. It could also be a photograph or video (image). We may ask for relevant health information and emergency contact details when you participate in any of our events or sessions.

## Why we need your personal data

The reason we need your personal data is to be able to administer your membership and/or provide the services you are signing up to when you register with the Club. We also need your data as a non-member should you join one of our sessions, attend our event or interact with the Club. Our lawful basis for processing your personal information is that we have a contractual obligation to you as a member or non-member to provide the services you are registering for.

Reasons we need to process your data include:

### For training and competition entry

- sharing personal data with Club coaches or officials to administer training sessions
- sharing personal data with Club team managers to enter events
- to liaise with our ticketing partners when hosting an event

### For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority
- analysing anonymised data to monitor Club trends; and
- sending an annual Club survey to improve your experience as a Club member
- publishing of race and/or competition results for licensed events



### **For membership and Club management**

- processing of membership forms and payments
- sharing data with committee members to provide information about Club activities, membership renewals or invitation to social events
- to contact you for reasons related to your enquiry
- to provide end of year awards
- to analyse uniform resource locators (URLs) clicks published by the Club

Any special category health data we hold on you (see membership forms) is only processed for the purpose of passing to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

### **Health Data**

- passing health data to coaches to allow the safe running of training sessions (member & non-members included)

We also communicate with members and non-members digitally using various electronic communication technologies (email, social posts, printed media). We may process your image for the purpose of marketing, Club promotion and reporting. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

### **Marketing and communications**

- sending information about Club events and volunteering opportunities
- promoting the Clubs activities within the Community by publishing images
- sending information about selling Club kit, merchandise or fundraising
- distribution of a Club newsletter

The Club has the following social media pages; Facebook. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the Club does 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.

The Club uses shortened uniform resource locators (URLs) to analyse link clicks. A third party (bitly) is used for the purpose of creating this shortened URL. Please note that provider of the service have their own privacy policies and that the Club does not accept any responsibility or liability for these policies. Please check these policies before you click on links supplied.

The Club collects and analyses data on website usage using Google Analytics. Additionally, the Club website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to host the website. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. The Club does not accept any responsibility or liability for the service policies. Please check their policies before you submit any personal data on the platform.



We may employ third party services to collect and process event entries (online ticketing systems). Where this is done the services' Privacy Policy will apply. Please read them before registering your personal data.

## Who we share your personal data with

When you become a member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your personal data which they will use to enable access to the MyAthletics portal. 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](mailto:dataprotection@englandathletics.org).

If you opt-in to email communication we may use a third-party provider to deliver our marketing messages. If you consent to us sending you our emails, we will let you know who the third-party provider is at that time. We gather statistics around email opening and clicks using industry standard technologies including clear images to help us monitor and improve these email communications. We will need your explicit consent to process this data, which we will ask for at the point of collecting it.

The Club's data processing may require your personal data to be transferred outside of the UK for the purpose of cloud hosting/storage/disaster recovery. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

We share details of Club activities to media establishments who may choose to print or digitise these details. This may include member and non-member activities within the Club. To share this data we will need your consent, which we will ask for at the point of collecting it.

## How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us or are using our services. Personal data is updated every year on annual membership forms and whenever a member or non-member interacts with our services. Any personal data we hold on you will be securely destroyed after five years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Images are kept indefinitely, your rights are not affected by this.

## 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 administer your membership or allow you access to our services.



## Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Version Number	Name	Date	Change log
V1	Anthony Betts	March 2018	Creation of Policy
V1.1	Anthony Betts	April 2018	Addition of change log table
V1.2	Anthony Betts	May 2018	Update to What & Why sections to clarify and amend. Clarity added to special health data, text addition to how we change the policy and removal of Active Fenland data collection and processing.
V1.3	Anthony Betts	May 2018	Addition of Wix privacy notice
V2	Anthony Betts	June 2018	Update to whole policy and clarification on all parts. Addition of image/event section. Addition of event entry provider.
V2.1	Anthony Betts	July 2018	Update to detail data collection from website (Google analytics).