



Kesgrave Kruisers Running Club

Privacy Policy (Internal)

Version 1.0 - 1st February 2020

This Privacy Policy is an internal document that should be read by all club volunteers who may interact with the personal data of members, this includes all Committee officers, Coaches and Run Leaders. The document explains how we collect personal data from our members, what may be done with it and the rights that members have to access, rectify or remove their information.

Contents

| | |
|------------------------|----------|
| Contents | 1 |
| Introduction | 1 |
| Data Collection | 2 |
| Data Purpose | 2 |
| Website | 3 |
| Media | 3 |
| Legal Basis | 4 |
| Data Sharing | 4 |
| Data Retention | 4 |
| Your Rights | 4 |

Introduction

Kesgrave Kruisers Running Club (“KKRC”, “the club”, “we”, “our”, “us”) takes the protection of data that we hold about members, volunteers, coaches and officials seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation).

Please read this privacy policy carefully to see how KKRC will treat the personal information that is provided to us, either when using our website or in other circumstances when we collect data (including via email). We will take reasonable care to keep personal information secure and to prevent any unauthorised access. Our website is maintained by Kesgrave



Kruisers Running Club and for the purposes of Data Protection Legislation, KKRC is the Data Controller.

This policy explains how the information we collect is used and kept securely. It also explains the privacy choices when using our website as well as member rights to access information under the Data Protection Legislation.

Data Collection

We may collect the following information about members:

- Name, email address, contact numbers and any other information voluntarily provided to us via our website and online forms.
- IP address (a unique identifier that computers and devices use to identify and communicate with each other) which is automatically recognised by the web server.
- Information provided to us as part of becoming a registered member, coach, official or volunteer, which may include name, date of birth, gender, email, address, contact number, medical information, England Athletics number, details of any coaching qualifications and licences held.
- Names and contact numbers of emergency contacts.
- Names, dates of birth, gender and medical information of any dependent children included in a club membership.
- Information related to social media accounts and activity websites that are voluntarily linked to a registered website account.

Data Purpose

We may use personal information for several purposes, including:

- Administer member involvement in the club, including access to the club website and facilities, plus membership notifications, reminders and expiration information.
- Determine the active membership of the club to ensure provision of appropriate services to club members, such as frequency and capacity of training sessions.
- Notification of important updates and information regarding the club, the membership or services that have been paid for.
- Deal with members and contact them regarding requests and enquiries.
- Facilitate entry and registration to race and social events on behalf of members.
- Provide Coaches and Run Leaders with data that includes any medical and emergency information to support involvement at their training sessions.
- Track any relevant coaching or associated qualifications, courses and licenses.
- Results, record keeping, race research and analysis, awards.
- Information related to purchase of kit, merchandise and equipment.
- Communicating to ask for opinions on club initiatives and services.
- Monitor traffic and gather browsing behaviours of visitors to our websites (the IP address will not be used to identify users directly).



Note that any provided medical information is processed only for the purpose of providing health data to coaches to allow the safe running of training sessions. Consent is required at the point of submitting this information to enable our collection of this data.

Website

Additional data may be captured through ongoing interaction with the club website. This may include:

- Posts and Comments made to news articles, events or forums.
- Images uploaded to the site, which may themselves contain embedded information (EXIF), including location data. This embedded information may remain available for other visitors to the website.
- Cookies may be used to assist with the use of the website. Cookies are stored on the local computer and may contain information including name, email address, website being accessed and screen display choices. These cookies may last for up to 1 year.
- Embedded content from other websites may be displayed through our website, and will behave in the same way as if the user had visited the other website. These websites may collect data about visitors, use cookies, embed additional third-party tracking, and monitor interaction with the embedded content.
- Links from our website may direct users to other websites that have their own privacy policies. We do not accept any responsibility or liability for these policies. Visitors should check these policies before submitting any personal data to other websites.

Media

Kesgrave Kruisers Running Club may use photos and videos of club members to help us promote the club and raise awareness of our aims and objectives. Members may appear in photos or video taken during a club event or at a race event while participating as part of the club, and we may end up using those photos or videos as part of a promotion.

Some of the ways we may use photos and videos include:

- Website or social media posts (including Facebook, Instagram, Twitter)
- Printed publication such as a leaflet, poster or newsletter
- Email newsletter
- Signs or banners at events
- News story about the club that may appear in local or national newspapers, magazines, on radio, television or news websites.

Members have the right to ask us to stop using or remove an existing photo or video. We may be unable to withdraw photos or videos that have already been published by the media. Members may request that the club officers endeavour to exclude them from appearing in any photos and videos shared by writing to admin@kesgravekruisers.uk. Efforts will be taken to ensure the member is not included in any official club communications, although it



Kesgrave
Kruisers

will not be possible to review every photo or video shared by every other member of the club.

Legal Basis

The mission of Kesgrave Kruisers Running Club is to promote participation in running in the Kesgrave and surrounding areas and to welcome new and experienced runners of all ages and abilities. We have a legal basis for processing your personal data as we have a contractual obligation to our members to provide the services they have registered for.

Data Sharing

Kesgrave Kruisers Running Club may engage a Data Processor to provide services such as website hosting, backup and storage of club membership information. The club will endeavour to ensure that appropriate processes and safeguards are in place when selecting a Data Processor. This should include identification of where the data will be stored (if outside the UK or EU) and review of the relevant Data Protection Legislation guidelines and policies followed by the Data Processor.

Members who submit their personal data will be asked to consent to the storing and processing. We must take reasonable steps to ensure that member data is treated securely and in accordance with this privacy policy.

Limited personal data may be shared with authorised third parties as part of the provision of selected services to members. These third parties may be delivering services including races or social events on behalf of the club, and require information including names, dates of birth and gender for establishing age categories.

We may also share member personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection. If we disclose this information, we must ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that we are legally obliged to disclose it. This is done on a strictly case by case basis to ensure we comply with Data Protection Legislation.

Data Retention

Any personal data that we collect from members will be deleted within four full membership years after they cease to be an active member, in line with England Athletics retention policy. If users have not converted a website registration into a paying membership then that data should be deleted after one full membership year.

The Membership Officer should perform an annual review of inactive and expired accounts to identify those suitable for deletion.



Information posted about members during their time with the club, including but not limited to; member awards, club news, race results, event attendance, club records etc. may be retained while the data remains relevant to the club.

Member Rights

Under the Data Protection Legislation, members can ask to see the personal information that the club holds about them. Such requests are called Subject Access Requests or SARs. Members wishing to make a SAR should contact admin@kesgravekruisers.uk or speak to the Chairperson, Vice Chairperson or Membership Officer of the club in person.

Members requesting a SAR will be provided with a SAR Form to complete, and will also need to provide photographic identification, such as a passport or driving license. If appropriate members will need to identify the specific information they are requesting to see.

Members have the right to request correction of any inaccuracies in their data. Members can exercise this right either by using the club website tools to edit and correct their personal data, or by contacting the club at admin@kesgravekruisers.uk. Members should provide us with enough information to identify who they are and specify the information that is incorrect and what it should be replaced with.

In certain circumstances members can request the club to delete all information that can identify them. Members can make this request by emailing admin@kesgravekruisers.uk. We may require photographic identification in order to process the request, and please note that we may be compelled to maintain some information due to specific legislative or regulatory requirements. If data is removed then the individual would cease to be a member of the Kesgrave Kruisers Running Club. Following a user deletion the club website team must ensure that a new database backup is taken and old backups are purged.

In case of complaints the member should contact admin@kesgravekruisers.uk in the first instance, or speak to the Chairperson, Vice Chairperson or Membership Officer of the club in person. If members are dissatisfied with how the complaint is dealt with then they have the right to report the complaint to the Information Commissioner's Office.

Signed Date 01/02/2020
Name: Simon Stafford
Chairperson

Signed Date 01/02/2020
Name: Ant Fleming
Membership Officer