**Washlands Women Runners**

**Privacy Statement and Policy**

**INTRODUCTION**

Washlands Women Runners, are an England Athletics Running Club, registration number (to be added)

**In order for us to comply with the General Data Protection Regulation (GDPR) we need to ensure we use the following principles of the Data Protection Policy:**

* The data is processed securely
* It is updated regularly and accurately
* It is limited to what the club needs
* It is used only for the purposes it is collected

**ENGLAND ATHLETICS**

When you become a member of or renew your membership with Washlands Women Runners you will automatically be registered as a member of England Athletics. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called myAthletics). England Athletics will contact you to invite you to sign into and update your myAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org.

**WHAT DATA DO WE COLLECT?**

The personal data that we will collect is as follows:

**Name, Date of Birth, Address, Phone numbers, Email Address and Emergency Contact Details.**

**WHAT DO WE USE THE DATA FOR?**

In addition to passing your data to the EA the use of data is only used where we would have a legitimate interest. Such activities include:

**Training and Competition Entry**

* Share data with club coaches or officials to administer training sessions
* Share data with the Events Committee Members, leagues and competition providers for entry in events
* Administration of competitions eg marshalling events

**Funding & Reporting processes**

* Anonymised data shared with a funding partner as condition of grant funding
* Anonymised data to analyse club trends

**Membership & Club Management**

* Records of Attendance
* Processing of membership payment and forms
* Share data with committee members to provide information about club activities, membership renewals or invitation to social events
* Publishing of race and competition results
* Website Management

**Communications**

* Sending club newsletter
* Sending information about selling club kit, merchandise or fundraising
* The use of SMS - to text marshalls for event purposes

**Coaches**

* Administration of coaching licenses (including disclosure and barring checks)
* Planning and organising rotas for club runs
* Communication regarding runner safety
* Record attendance at coaching meetings

We will not sell the information we collect and will only share with other organisations you have allowed us to which are:

* England Athletics for membership processing
* Virgin Money London Marathon – if you have volunteered to marshall, or receive a club place
* External coaches if you participate in training sessions organised by WWR coached by outside providers
* Other clubs in the Summer Series in which we enter races

**HOW WE STORE YOUR DATA**

Your hard data is stored by the Membership Secretary in a secure location. Any soft data is kept securely, with the necessary steps taken when transferring such data.

**HOW LONG DO YOU KEEP MY DATA FOR?**

Any data collected by us will be securely discarded after the end of the membership year that it was collected.

**HOW CAN I GET ACCESS TO MY DATA?**

Subject access requests will be dealt with as soon as possible, but no longer than one calendar month. Please ask the Membership Secretary for this who will be able to assist.