

# PRIVACY POLICY:

Swansea Harriers Athletics Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Swansea Harriers Athletics Club 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. The information you give us may include your name, date of birth, address, e-mail address, phone number and gender. We may also ask for relevant health information or disability.

## **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 data is that we have a contractual obligation to you as a 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; sharing personal data with leagues, regional associations and other competition providers for entry in events. 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. 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; club newsletter promoting club activity; and publishing of race and competition results. Any special category health data we hold on you is only processed for the purposes of passing health data to coaches to allow the safe running of training sessions and to inform team managers of any relevant condition which may impact on the safe participation of athletes in competition. 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. On occasion we may collect personal data from nonmembers e.g: Open Meeting Entry Form. This information will be stored for four weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it. The club has the following social media pages: Twitter. All members are free to join these pages. There may be more informal groups on social media that are independent of the club. 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.

## **Who we share your personal data with:**

When you become a member of or renew your membership with Swansea Harriers Athletics Club you will automatically be registered as a member of Welsh Athletics. We will provide Welsh Athletics

with your personal data which they will use to enable access to an online portal for you (called myATHLETICS). Welsh 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).

**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. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with Welsh Athletics Ltd. retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

**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.