



LEIGHTON FUN RUNNERS – DATA PROTECTION POLICY AND NOTICE

Leighton Fun Runners (the Club) is committed to protecting the privacy and security of your personal information. This privacy notice describes how the Club collects and uses personal information about you, in accordance with the General Data Protection Regulation (GDPR).

For any personal data a member provides for the purposes of membership, Leighton Fun Runners is a 'data controller'. This means that the Club is responsible for deciding how it holds and uses personal information about Club members and participants in its events and programmes. The Club is required under the GDPR to notify you of the information contained in this notice.

Data Protection Principles

Under the GDPR, the information the Club holds about you must be:

1. Processed lawfully, fairly and transparently
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and kept up to date
5. Kept no longer than necessary
6. Kept securely

For Club members

How does the Club collect personal information?

The Club collects personal information directly from members through its membership registration form, other forms on the Club's website or social media platforms, or via email.

What information does the Club collect?

The Club collects the following:

- Name
- Address
- Home/mobile telephone numbers
- Email address
- Date of birth
- Emergency contact details
- Ability (in terms of time taken to run a particular distance)
- Relevant medical background information you expressly consent to provide
- Social media aliases
- Photographs

- Coaching and first aid qualifications

How does the Club use this information?

The processing by the Club of the personal data you give us allows you to participate fully in and enjoy membership of the Club. The Club will use this information to provide membership services to you, including:

- Register you as a member of the Club and administer and manage your membership •
Administer activities you register for (both Club and external eg. Three Counties Cross Country)
- Make available to appropriate people in case of incidents (injury from accidents etc) when involved in club activities
- Register you for regular Club, coaching and training sessions
- Administer any payments you make to the Club
- Maintain Club records – eg. where a Club-wide competition is held
- Publish information on the Club website – eg. results; awards
- Produce some basic analysis – eg. results, miles logged, participants etc
- Promote the Club and its activities through its email newsletter to you and via periodic mailshots
- Promote the Club and its activities on its website and social media platforms •
Contact you regarding Club announcements and Club surveys
- Contact you regarding your purchases from the Club's website
- Organise social events

Your information may be shared within the Club's committee, other volunteers and its administrators to enable the above to be achieved.. Where you do not wish to appear in Club photographs, you should absent yourself when the photo is being taken.

Who does the Club share my data with?

When a member joins or renews membership with the Club, the Club transfers the member's details to England Athletics (EA) as part of the Club's EA affiliation. The information required by EA is runners' names, contact details and dates of birth.

EA will use this information to enable access to an online portal for you (called myAthletics). EA 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 EA, please contact dataprotection@englandathletics.org.

The Club may share your data with leagues and county associations, and other competition providers for entry in events.

The Club does not disclose your information to any other third parties except where it is obliged to do so by law. The Club does not collect or compile personal information for dissemination or sale to external parties for marketing purposes or host mailings on behalf of third parties.

The Club may use anonymised information for grant applications and funding. How long does the Club keep my information for?

The Club will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. Your data is updated every year on membership forms. Any personal data we hold on you will be securely destroyed after four years of your ceasing to be a member, in line with EA's retention policy. Where you cease to be a member we may anonymise data for analysis and historic purposes.

For those who join social media pages

The Club has social media pages such as facebook, Twitter and Instagram. If you join one of these, the providers of social media platforms have their own privacy policies. The Club does not accept any responsibility or liability for these policies. Please check the policies before you submit any personal data on the club social media pages.

For entrants to Club races

The Club collects your personal information, as stated in the entry form, when you sign up to enter Club organised events such as the Leighton 10k. We use this information to administer your entry and communicate with you about the event beforehand and after the event for results, photograph purchases and ask for your feedback etc. We may contact you about future year's events.

The Club may use a third party providers to administer entries, results and communicate with you on the Club's behalf. Such providers have their own privacy policies, and the Club does not accept any responsibility or liability for these policies.

Full details are contained on the online race entry page.

For Couch to 5k participants

We collect your personal information, as stated on the sign up page of the Club's website, to administer your participation in the Club's Couch to 5k programme. We will use these details to communicate with you about the programme and may ask for your feedback afterwards. We may take photographs during the programme and at the graduation which we may use in future publicity and on our social media channels.

If you subsequently become a member of the Club, refer to the 'Club members' section of this policy.

The Club will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. If you do not join the Club we will delete your personal information after one year although we may anonymise data for analysis and historic purposes.

What are my rights?

Individuals have certain rights under the GDPR that apply in certain circumstances. You have a right to:

- access a copy of the information the Club holds about you
- object to the processing of your personal information
- request erasure or correction of the information
- request the restriction of processing of your information

- request the transfer of your information to another party.

You may contact the UK's supervisory authority, the Information Commissioner's Office (ICO), if you have any complaints about the processing of your data.

The Club reserves the right to update this privacy notice at any time by placing a revised copy on its website.

Any queries?

Please contact the Club Chairman or Secretary in the first instance.

Approved November 2023