

## Riviera Racers Data Protection Policy

### 1) Introduction

This document sets out Riviera Racers commitment to protecting personal data and how we will implement this commitment with regards to the collection and use of personal data. We are committed to protecting your privacy and processing your personal data in accordance with Data Protection Legislation, namely the General Data Protection Regulation (GDPR) with effect from 25 May 2018.

This policy explains how the information we collect about you is used and kept securely. It also explains your right to access your information under Data Protection Legislation.

### 2) The Principles of Data Protection

The General Data Protection Regulation (GDPR) outlines six principles of data protection, to which the club will adhere. These are that data must be treated in a way that:

- Is lawful, fair and transparent
- Is limited for its purpose
- Is adequate and necessary
- Is accurate
- Is not kept longer than needed
- Ensures integrity and confidentiality

### 3) The information we collect about you

We collect the following information about you when you become a member of our Club:

Name, Address, Gender, Date of birth, Telephone number, Email address, Medical information relevant to running (if applicable), Emergency contact details

For Junior members, age 15 -18, we also collect details of parent / guardian in a parental consent form

### 4) How we use your information

The information you provide us with will specifically be used for administration of the club, for informing members of news and events, and to ensure safe planning and implementation of club activities.

This may include:

- Sharing relevant information with the club's run leaders who are responsible for safely planning and implementing training sessions
- Notifying members of Club AGMs and distributing agendas and minutes
- Distributing constitutional documents to club members
- Contacting members regarding membership subscriptions and renewals
- Notifying members of club social events
- Publishing names and age category (if appropriate) in race results and press notices
- Publishing names and age categories (if appropriate) in the club championship league table and club running records which are available on our website
- In the event of an accident or medical emergency when it may be necessary for the club to phone a members emergency contact

## **5) Sharing information with England Athletics**

All club members have their name, date of birth, and contact details entered on a secure database which is provided by England Athletics through a club portal (England Athletics is the Governing Body to which Riviera Racers is affiliated). This is a requirement of the Club's affiliation and insurance with its Governing Body.

If you have opted to register as a competitive athlete with England Athletics (EA), they will use this information to issue your EA Membership card directly to you, and to send you e-newsletters.

## **6) Finding out what information England Athletics holds about you**

Under Data Protection Legislation you have the right to ask to see any personal information that England Athletics hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the EA's Data Protection Officer:

Data Protection Officer  
England Athletics Ltd  
Athletics House  
Alexander Stadium  
Walsall Road  
Birmingham B42 2BE

You will need to provide two forms of identification and, if appropriate, any particulars about the source or location of the information you are requesting.



## **7) Protecting your information**

We will not share or transfer any of your personal data to any third parties (other than England Athletics as specified above).

We will take all reasonable steps to ensure that your data is treated securely and in accordance with this Data Protection Policy. Data that is provided to us in membership forms will be held securely by the club Membership Secretary and only club officials will have access to your data.

## **8) Data retention**

We will keep your data for the duration of your membership of Riviera Racers. If you withdraw your membership, have your membership rescinded by the Club, or do not renew your membership at the beginning of our new membership year, your personal data will be deleted within 28 days of the date that your membership ceased.

## **9) Changes to our Data Protection Policy**

We will regularly review our Data Protection Policy and notify all members of any changes. This Policy was last updated in May 2018.

## **10) Contacting Riviera Racers about this Policy**

If you have any questions or comments about our Data Protection Policy, please contact:

Adam Cliff  
Club Secretary  
51 Tamar Avenue  
Torquay  
TQ2 7LW

Email: [acliff36@gmail.com](mailto:acliff36@gmail.com)