



Stratford upon Avon Athletics Club Privacy Policy

February 2022

Statement of Intent

- Stratford upon Avon Athletics Club (SUAAC) take the protection of the data that we hold about athletes, volunteers, coaches and officials seriously and will do everything possible to ensure that data is collected, stored, processed, maintained 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).
- SUAAC will treat the personal information that members (which includes volunteers) provide to the club with reasonable care to keep the information secure and to prevent any unauthorised access including names, email addresses, postal address, telephone numbers, medical details, sensitive data and any other information you voluntarily provide. In addition SUAAC will retain information relating to details of any coaching or officiating qualifications and licences of members or volunteers.

Responsibilities

Executive

- It is the collective responsibility of the Executive to be involved in ensuring the Privacy Policy conforms to the latest legislation.
- The policy is to be reviewed annually by the Club Secretary. The Exec committee shall then approve, where appropriate, any changes, and the revised policy communicated via the SUAAC Newsletter and on the website and the "Welcome Pack".

How SUAAC use personal information

SUAAC will process information on the basis of legitimate interest of administering members' involvement in the sports of Athletics and Triathlon to ensure the club's activities are running efficiently, with the minimum of bureaucracy and volunteer time. We may use members personal information via email, mail or telephone for several purposes including:

- Administering members' involvement in Athletics, Running and Triathlon with governing bodies and other affiliated organisations e.g. Midlands and County Athletics Associations ; County Officials Secretaries (CoFSECs).
- To notify members about important updates and information about the membership or club activities e.g. competitions.
- Using text, photographs or video to promote or publicise club activities e.g. competitions.
- To deal with members requests and enquiries.
- To make contact for reasons related to members, event groups or club activities.
- To create meaningful, actionable analysis and information for officers of the club e.g. attendance and event group registers.

Record keeping, research and analysis

- Maintaining records of attendance, discipline and misconduct
- Maintaining statistics and conducting analysis on the performance of athletes.

SUAAC may also share members' personal information with the police and other law enforcement agencies for the purposes of safeguarding, crime prevention or detection.

Members rights and responsibilities

- By submitting your personal data a member agrees to SUAAC storing or processing the data. SUAAC will take all reasonable steps to ensure that a member's data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore SUAAC cannot guarantee the security of any information a member sends over the Internet.
- SUAAC will not transfer any data to a third party for research purposes unless permission is given.
- Under the Data Protection Legislation, an individual club member can ask to see any personal information that the clubs holds about themselves via the respective membership coordinators.
- In certain circumstances a member can request the club to delete all information the club holds which identifies a member. A member can make this request at any time by emailing the respective membership coordinators, however, the club are compelled to maintain a members information due to specific legislative or regulatory requirements.
- A member must make every effort to correct any inaccuracies in the data held by SUAAC e.g. change of email, address, telephone and very importantly medical details via the respective membership coordinators.