

North Herts Road Runners Privacy Policy

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1. Introduction

North Herts Road Runners ("NHRR", "we", "our", "us") 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, cleansed and retained in accordance with the General Data Protection Regulation (GDPR) on and from 25 May 2018 (**Data Protection Legislation**).

Please read this privacy policy carefully to see how NHRR will treat the personal information that you provide to us either when using this website (www.nhrr.org.uk), our other website (www.standalone10k.org.uk), or in other circumstances when we collect data from you (including via email). We will take reasonable care to keep your information secure and to prevent any unauthorised access.

The website is maintained by NHRR. For the purposes of data protection legislation, NHRR is the data controller.

This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

2. The information we collect about you

We may collect the following information about you through our websites or in paper form:

- Your name, email address, postal address and any other information you voluntarily provide to us.
- If you provide data via our websites, your IP address (which is a unique identifier that computers and devices used to identify and communicate with each other) which is automatically recognised by the web server.

3. The information provided to us

In becoming a registered athlete, coach, official or volunteer, we will collect certain information about you which will include your name, date of birth, gender, England Athletics Unique Registration Number (URN), email address, address, telephone number, names of the other affiliated clubs that you are a member of, details of any coaching or officiating qualifications and licences you hold (Athletics Data). We will also collect the full name and telephone number of an emergency contacts nominated by you. We will also collect details of any health information that you provide to us relevant to your membership (special category Health Data). You may also choose to provide us with other information.

4. How we use your information

We may use your personal information for several purposes, including:

- Administer your involvement in Athletics and Running;
- To notify you about important updates and information about the club, your membership or service you have paid for;
- To deal with your requests and enquiries;
- To contact you for reasons related to your enquiry;
- To use your IP address to monitor traffic and gather browsing behaviours of visitors to our websites. We will not use your IP address to identify you in any way;
- To create meaningful, actionable analysis on an anonymised basis.
- To publish race results on the club website and in local press

5. Our legal basis for processing your information

NHRR's key purpose is to organise, encourage and enable participation in club activities (including participation of athletes, coaches, officials and supporters) including social activities.

Therefore, NHRR will process it on the basis of consent and legitimate interest of administering your involvement in the club's activities, to ensure the club is running itself efficiently, with the minimum of bureaucracy and volunteer time.

To administer your involvement in club activities:

- Administering and ensuring the eligibility of athletes, coaches and officials and others involved in the sport – this may involve the receipt of limited amounts of sensitive data in relation to disabled athletes;
- Ensuring compliance with the current club and England Athletics Rules and Regulations.

This will include the following:

- The use of URN, name and date of birth via an Application Processing Interface (API) to enter athletics and running events;
- Providing information regarding your affiliation to England Athletics;
- Providing relevant and necessary information via email, text, post to you about the following:
 - Changes to rules and regulations;
 - Updates to advice and guidance relating to roles held within the club;
 - Transactional information relating to you England Athletics and club affiliation, your registration, representation in our teams, competition and events, coach and officiating, road race licensing, courses, Continuing Professional Development (CPD) events and qualifications.

Record keeping, research and analysis

- Maintaining records of the club;
- Maintaining statistics and conducting analysis on the demography of members;
- Communicating with you to ask for your opinion on NHRR initiatives and services

Athlete registration

In relation to athlete registration specifically we also have a contractual obligation to you as a member to provide the service you are registering and paying for. Therefore, we may contact you about:

- Important information about the services and exclusive benefits that form part of the club's activities that you are paying for.

Sharing data

If you become a member, club official or volunteer, we may share your Athletics Data with the following bodies as part of the administration of your involvement in the sport and for purposes of delivering the tasks outlined above:

- England Athletics
- UK Athletics
- Other athletics organisations (eg Herts AAA for entry into Herts Championship races)
- Other home country athletics organisations – Wales, Scotland and Northern Ireland

- Third party data managers who support NHRR in managing the sport
- NHRR Committee members for the purpose of administering their responsibilities for the club

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose, we will ask for your consent.

NHRR may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection. If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that NHRR is legally obliged to disclose it.

This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

Marketing

When we collect information from you, we will tell you if we would like to send you information about our activities and information from sponsors and partners. We will give you the opportunity to opt in to any such communications and will tell you how you can opt-out at any time. This will generally be through your annual membership form.

Where you have opted in to additional communications and marketing in your subscription preferences section of your membership form we will process your Athletics Data on the basis of consent. When this policy is first issued we will have communicated to you about the changes and will have set your preferences to ensure you do not receive any marketing communication that you have not consented to after 25 May 2018.

Protecting your information

The data that we collect from you may be transferred to a destination external to NHRR's own secure network. We will not transfer your data outside of the UK.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information.

Email Sending Provider (ESP)

We may use a third-party provider to deliver our regular communications. If you consent to us sending you information about our activities, we will let you know who the third-party provider is at that time. We may gather statistics around email opening and clicks using industry standard technologies including clear images to help us monitor and improve our information to you.

Surveys

We may carry out surveys using a third-party provider. We will not transfer any data to a third party for research purposes. In each survey, we will clearly tell you what data we are collecting and provide a link to terms and conditions for any incentives offered to take part in that survey. We do not link any other information about your browsing activity with the survey data, which is stored separately. All survey data will be anonymised.

Third Party Links

Our Site may, from time to time, contain links to and from the websites of other athletics and running organisations, as well as organisations and individuals associated with our club or providing membership benefits. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

6. Your rights

Finding out what information NHRR holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called data subject access requests. If you would like to make a subject access request, please contact us at membership@nhrr.org.uk or write to us at:

Data Protection, North Herts Road Runners
10 Kitchen Garden Court, Hitchin, SG5 2BY

You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any details about the source or location of the information you are requesting.

Service and marketing messages

If you are currently receiving service messages or marketing communications from NHRR and no longer wish to do so, please inform the Data Protection Officer (Membership Secretary).

Right to be forgotten

In certain circumstances you can request us to delete all information we hold which identifies you. You can make this request at any time by emailing membership@nhrr.org.uk but please note we may be compelled to maintain your information due to specific legislative or regulatory requirements.

Data corrections

You have the right to require us to correct any inaccuracies in your data free of charge. You can also exercise this right at any time by contacting us at membership@nhrr.org.uk and:

- providing us with enough information to identify you; and
- specifying the information that is incorrect and what it should be replaced with.

Data portability

You have the right to request a copy of your personal data for you to reuse for your own purposes across different services. You can also exercise this right at any time by contacting us at membership@nhrr.org.uk

7. Data retention

Any data that we collect from you will be deleted in accordance with timescales set out below:

Type of Data	Date of deletion
Athletics Data	Four years after an individual has not played an active part in the club.
URN, name and date of birth	This information will be anonymised after the four-year period referred to above.
Name where athlete has represented their country at any level	For such time as the athlete represented their country and for fifty years thereafter.
Coach and Official Data	For such time as an individual achieved a coach or official qualification and for fifty years thereafter.

8. Changes to our Privacy Policy

Any changes to the Privacy Policy will be made notified on the club forum, and revised documents will be updated n the club website