

Sedgefield Harriers

Sedgefield Community College

County Durham TS21 3DD

[www.sedgefieldharriers.co.uk](http://www.sedgefieldharriers.co.uk)

**Privacy Policy**

**Sedgefield Harriers commitment to Privacy**

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**Introduction**

The Sedgefield Harriers website [www.sedgefieldharriers.co.uk](http://www.sedgefieldharriers.co.uk) is owned and maintained by Sedgefield Harriers. For the purposes of data protection legislation, Sedgefield Harriers are the data controller. We are committed to protecting your privacy and processing your personal data 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). 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.

**The information we collect about you**

We will collect the following information about you through the membership registration process (for registration forms, see the Sedgefield Harriers website): name, date of birth, gender, email address, address, telephone number, name of the England Athletics-affiliated clubs with which you are registered and any coaching or officiating licences that you hold.

**How we use your information**

We may use your personal information for a number of purposes, including:

* maintenance club membership register
* coach or other relevant person being able to contact "Next of Kin" in case of emergency
* to communicate with you about essential club information and, with your consent, to notify you about relevant athletics events
* race registration where entry is per team

We will also share your data electronically through a commonly used format with England Athletics in order to register you as an athlete as part of the administration of your involvement in the sport.

Please note that if you wish to withdraw your consent, you can do this any time by contacting one of the committee members, contact details can be found on the Sedgefield Harriers website.

We will only share information where this is required to meet the above 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.

We 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 we are 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.

**Our legal bases for processing your information**

We will process your personal data on the basis of the following legitimate interests:

* member registration with the club
* providing relevant and necessary information via email, text or post to you about the following:
	+ - * + membership fees
				+ complaints
				+ necessary administration of club affairs including notification of relevant competitions and events, courses and meetings

Where appropriate, we will ask for your consent, for instance, to be included on the circulation list for the club electronic Newsletter.

**Protecting your information**

Your personal information will be stored on a secure MailChimp database and Sedgefield Harriers will take all reasonable steps to ensure that your data is treated securely and in accordance with this Privacy Policy.

Relevant data that we collect from you will be transferred to England Athletics’ secure network. The Internet is not generally a secure medium for communication and therefore the security of any information that is transferred electronically cannot be guaranteed.

**Club Newsletter**

All communications with club members (junior and senior) will be coming through a secured access platform. Individual communications may still come directly from committee members or coaches.

When sending out the club Newsletter, we gather statistics around email opening and clicks using standard technologies to help us monitor and improve our Newsletter.

You will not receive the club Newsletter unless you’ve opted into receiving this. All members will receive essential club information via email.

**Service and marketing messages**

If you are currently receiving communications from Sedgefield Harriers and no longer wish to do so, please let us know by contacting one of the committee members, contact details can be found on the Sedgefield Harriers website.

**Finding out what information Sedgefield Harriers hold about you**

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the club’s chairman or secretary, contact details can be found on the Sedgefield Harriers website. You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting.

**Data retention**

Sedgefield Harriers will retain your personal data for such time as you are an athlete registered with us and will then delete your information from the club’s electronic register.

**Changes to our Privacy Policy**

We regularly review our Privacy Policy and updates will appear on the website when necessary. This Privacy Policy was last updated in March 2018.

**Contacting Sedgefield Harriers about this Privacy Policy**

If you have any questions or comments about this Privacy Policy, please contact one of the committee members, contact details can be found on the Sedgefield Harriers website.