

Data Protection Policy

What data we will collect

In becoming a member of Collingwood AC you complete a membership form which collects specific information about you which will include your name, date of birth, gender, email address, postal address, telephone number and emergency contact data nominated by you. Collectively, this is referred to as your Athletics Data.

Race results that are publically available may be collated and re-published on the Collingwood AC website. In addition, results of club competition and inter-club competition may also be published on our website, Facebook pages or other media. It has to be noted that when you participate in any sporting event, your results will be published on the organiser's site and numerous other race results sites. In many cases photographs are posted with runners' names and individuals are identified.

Photos

Photographs may be taken at Collingwood AC training sessions or races where they are participating. These photographs maybe used by the Club for publicity and promotion purposes.

Why we will collect it

We will collect and process your Athletics Data for the purposes of:

- Registering you as a member of Collingwood AC
- Recording your club membership and membership payment/renewal
- Administering your involvement/results in the sport
- Calculating results for the various club competitions

In all cases, we will process on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member (and where requested by you, registering your details with England Athletics) and to administer our club activities.

How long we will keep it

We will retain your Athletics Data for such time as you are a member registered with us and will then delete your information as follows:

- Athletics Data: Three years after an individual has not renewed their membership
- Published race results and Club Records: held indefinitely
- Note: race results are published and freely available online from many sources. Collingwood AC cannot manage data controlled by third-parties

Your rights

You have the following rights under data protection legislation:

- To access a copy of the information comprising your personal data
- To object to processing of your personal data that is likely to cause or is causing damage or distress
- To prevent processing for direct marketing
- To object to decisions being taken by automated means
- In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed
- To claim compensation for damages caused by a breach of data protection legislation

Sharing your data

Where you request EA affiliation (often referred to as “UKA affiliation”) and/or participation in club-entered events, we will share your Athletics Data with athletics partners including: EA, UK Athletics, South of England Athletic Association (SEAA), Regional Councils, County Athletics Association and/or Area Athletics Association and third-party data managers that we appoint as data processors as part of administering your involvement in sport.

We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing. We will also not share any other personal data you provide to us that is not Athletics Data.

Protecting your information

- 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
- As a local club managed entirely by volunteers, the data that we collect from you is transferred via email. This means it will be held on various email file servers used by the club committee and key club communicators
- Your data when held on a local drive are in protected folders where access is restricted to – and controlled by – the management committee
- Where practicable, we protect your data via password-protection of file attachments and/or file encryption
- 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

Complaints

If you have any concerns or complaints in relation to how Collingwood AC collects and/or processes your personal data, please contact membership@collingwoodac.org.uk in the first instance.

If you are dissatisfied with how your concern/complaint is dealt with by Collingwood AC, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk).