

# General Data Protection Regulation

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## Wymondham Athletic Club Privacy Policy

### Introduction

Wymondham Athletic Club (WAC) is the owner of this website and we are committed to processing and protecting 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**).

The website is maintained by WAC and, for the purposes of data protection legislation, WAC is the data controller.

This policy explains how the information we collect is used and kept securely as well as our legal basis for doing so. 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

We collect the following information through our membership form: -

- name, date of birth, gender, email address, address, telephone numbers, which of the sports members are interested in, health information, EA number (for members registered with England Athletics (**Athletics Data**)).
- Any emergency contact, health or allergy information you wish to record
- For Junior members (under the age of 18) we also collect the name, email address and telephone number of a guardian.

We collect and publish on the website the results of races in which our members have taken part. This includes name, age category, and may include photographs of the event.

### How we use information

We will collect and process Athletics Data for the legitimate purpose of administering the club and members involvement in club activities.

This may include:-

- i) To assist the WAC committee in the running of the club
- ii) To notify members about events or information which WAC think will be of interest
- iii) To seek volunteers for events that WAC organise
- iv) To notify members about the Annual General Meeting or other meetings.
- v) To remind members when club subscriptions are due.
- vi) To facilitate selection for teams and other activities
- vii) To deal with members' requests and enquiries.
- viii) To register members with England Athletics, if they opt to become affiliated
- ix) To enter members in races where they are part of a WAC team

- x) To circulate our monthly newsletter and other communications about WAC activities.

We will share personal information where necessary to achieve (viii) and (ix) above but will not share it with any other 3<sup>rd</sup> parties.

### **Protecting information**

The data that we collect is stored on WAC's membership system.

Where personal data is downloaded to PCs to facilitate the running of the club, this is done on an "as needed" basis and is not retained longer than is needed.

By submitting personal data, members agree to this transfer, storing or processing. We will take all reasonable steps to ensure that data is treated securely and in accordance with this privacy policy.

### **Finding out what information WAC holds**

Under the Data Protection Legislation, members can ask to see any personal information that we hold about them. Such requests are called subject access requests. Members can make a subject access request by contacting the club's Data Protection Officer:

Data Protection Officer  
WAC  
46 Melton Road,  
Wymondham NR18 0DB

### **Data retention**

We will retain Athletics Data for such time as a member belongs to WAC. When a member resigns from the club, is removed for non-payment of subscriptions, or is removed for any other reason, their Athletics Data will be retained on our membership system for a period of [2] years.

Race results and photographs from races and club events will be retained indefinitely.

### **Changes to our Privacy Policy**

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in April 2018.

### **Contacting WAC about this Privacy Policy**

Any questions or comments about this Privacy Policy should be addressed in writing to the Data Protection Officer at the above address.