

Privacy Notice for Killamarsh Kestrels Running Club *ver.1*

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What personal data does Killamarsh Kestrels Running Club collect?

The data we routinely collect includes members names, date of birth, gender, postal address, email address, telephone number and emergency contact number. We collect this data directly from our members when they join the club.

For some of our members we may have additional information such as England Athletics (UKA) membership number and notes relating to their membership.

Details of subscription payments made are also stored but we do **not** hold bank account details for any member.

The Club also has a Social Media presence with Facebook. All members are free to join this group but note that they have their own privacy policy and the Club does not accept any responsibility or liability for these policies. **Please check these policies before submitting any personal data on Social Media.**

What is this personal data used for?

We use members data for the administration of your membership. In particular, the administration of membership fees.

The information may also be used to contact individual members where necessary.

Who is your data shared with?

Where a member has requested affiliation with England Athletics (UKA), we pass your information (name, gender, date of birth, address and email address) to them.

Your personal data is not passed on by us to any other organisations or individuals.

Where does this data come from?

Most of the data for our members comes from the member themselves when they join the Club or when they update their information record via the portal accessed from our website.

Additional data may be added by the Membership Secretary where necessary, such as UKA number and membership notes.

How is your data stored?

The Club (*The Data Controller*) uses online software called **Membermojo** (*The Data Processor*) and as such all member information and backups are stored remotely, in digital form, on their UK based secure servers. Access to this data is via secure sign-on.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do **not** have a [statutory requirement to have a Data Protection Officer](#). The person who is responsible for ensuring the Club discharges its obligations under the GDPR is the **Membership Secretary**.

Who has access to your data?

Individual members have secure access to view and change only their own personal data.

The **Membership Secretary** of the Club has “**full access**” to members data and has the ability to change this data when instructed by the member or for administration of the membership, for example, when subscriptions are paid or when a member decides to leave the Club.

The **Chairman** and **General Secretary** of the Club both have a “**view only**” access to members data in order to carry out legitimate tasks for the organisation.

What is the legal basis for collecting this data?

The Club collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation.

How can you check what data we have about you?

If you want to see the basic membership data we hold about you, you should access the membership database from the “Membership” link on the Club Website (www.killamarshkestrels.co.uk). Members can only check their own data using secure login with their email address.

If you require specific information about the data we hold for you, please contact the Membership Secretary directly. Contact details are available on the Club website.

Does Killamarsh Kestrels Running Club collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data of these categories.

How can you ask for data to be removed, limited or corrected?

If you decide to leave the Club and require your data to be removed immediately rather than wait for the 4 year normal retention period, please contact the Membership Secretary who will erase your record and anonymise any activity.

For any other corrections or issues relating to your data, please also contact the Membership Secretary.

How long we keep your data for, and why?

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. This data is held for a period of 4 years.

However, the Membership Secretary can securely delete personal data for members requesting their data be erased. Erasing a member will remove their member record and anonymise any activity, and (optionally) payment records.