

## **Privacy Notice**

Tavistock Athletic Club Limited (TAC) is committed to protecting and respecting your privacy. Any personal data you provide for your membership, (TAC) is the data controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### **What personal data we hold on you**

You may give us information about you by filling in forms at an event or online, or by corresponding with us by post, email or otherwise. This includes information you provide when you register with the club, subscribe to our newsletter, or participate in discussion boards on our website. The Information you give us may include your name, date of birth, address, email address, phone number, name of the EA affiliated clubs with which you are registered and gender (athletics data). We may ask for relevant health information, disability, other data which is classed as special category personal data.

### **Why we need your personal data**

The reason we need your Athletics Data is to be able to administer your membership, and to provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal information is that we have a contractual obligation to you as a member to provide the services you are registering for.

### **Reasons we need to process your data**

#### **For training and competition entry**

1. Sharing personal data with club coaches and officials to administer training sessions.
2. Sharing personal data with club team managers to enter events.
3. Sharing personal data with facility providers to manage access to the track or check delivery stands.
4. Sharing personal data with leagues, county associations and county school's associations and other competition providers for entry in events.

#### **For funding and reporting purposes**

1. Sharing anonymised data with a funding partner as condition of grant funding e.g Local Authority
2. Analysing anonymised data to monitor club trends.
3. Sending on annual club survey to improve your experience as a club member.

#### **For membership and club management**

1. Processing of membership forms and payments.
2. Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events.
3. Club newsletter promoting club activity.
4. Publishing of race and competition results.

#### **Marketing and communications**

1. Sending information about selling club kit, merchandise or fundraising.

### **Any special category health data**

We hold on you is only processed for the purpose of e.g. fitness/ health checks or passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

Note: As we stand, guidance is that consent is required from individuals to process any medical or health information.

On occasion we may collect personal data from non- member participants who fill in a health disclaimer or form at a taster event. This information will be stored for a year Therefore, we will also need explicit consent from a non-member to process this data, which we will ask for at the point of collecting it

The club has social media pages on Facebook. All members are free to join these pages. If you join facebook, please note that the provider of the social media platform has their own privacy policies and that the club does accept any responsibility or liability for this policy. Please check these policies before you submit any personal data on the club social media page.

### **Who we share your personal data with**

When you become a member of or renew your membership with (TAC) you will automatically be registered as a member of England Athletics. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called myAthletics). England Athletics will contact you to invite you to sign into and update your myAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings. If you have any question about the continuing privacy of your personal data when it is shared with England Athletics, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org)

The club does not supply any personal data it holds for this purpose to any third party. The club does not store or transfer your personal data outside of the UK.

### **How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purpose other than those detailed in this policy.

### **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK data protection supervisory authority, Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with Tavistock AC. If you choose not to share your personal data with us we may not be able to register or administer your membership.