



General Data Protection Regulation Policy

The regulation states members have 'The right to be informed' and to have rights over personal data that is held about them.

Why do we want data?

Information you supply to us through your membership forms and declaration allows us to keep you informed about the club and its events through emails, letters and social media. It also allows us to have a record of your emergency contact details and any medical conditions, both vital to our coaches and run leaders in the event of an emergency situation at training or at an event.

Where will it be processed and stored?

All membership forms will be stored in a locked cupboard at the clubs membership secretaries home address, information such as names, emergency contact details and medical conditions will be processed onto a password protected spreadsheet.

How long will you keep it?

All membership forms and processed data will be kept until the end of the club year 31st March.

Who else will see it?

Only the club membership secretary will see the information on the membership forms, the selected processed data (names, emergency contact details and medical conditions) will be held by the clubs coaches and run leaders.

Will automated decisions be made using data?

No.

Can I withdraw my consent?

Yes you can withdraw your consent at any time.

The regulation states every person has the right to be provided (free of charge) the personal information the club holds about them, should you wish to do this you can make a 'subject access request' to the clubs membership secretary who is legally required to respond within one month of the request.

Members have the right to rectification, if a member requests that inaccurate or incomplete data is held about them be corrected, the club membership secretary has one month to make the changes (or 2 months if it's particularly complex).

Can I request to have my data removed/deleted?

Yes, members have the right to erasure if they feel the data held is no longer necessary, it's no longer relevant to the original purpose, they withdraw their consent or if they feel their data was processed unlawfully.

Do I have the right to object?

Yes, you can object to direct marketing to stop your information being used to sell you things, the processing of your personal data for scientific or historical research and statistics and the processing of your data based on legitimate interests.

Everything the club does with personal data will be done lawfully, fairly and in a transparent manner including:

- Collecting it
- Holding it
- Retrieving it
- Organising it
- Destroying it

The club will ensure the accuracy of data stored by instructing all members to complete a new membership form when membership is renewed on the 1st April each year. Any data no longer needed for the purpose it was collected will be deleted.