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**Privacy Notice**

Capel Cheetahs Running Club (**Club**) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Capel Cheetahs Running Club 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 phone, e-mail 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, e-mail address, phone number, emergency contact details, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We also ask for relevant health information (Health Data).

**Why we need your personal data**

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data 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 include:**

**For training and competition entry**

* sharing personal data with club coaches or officials to administer training sessions;
* sharing personal data with club team managers to enter events;
* sharing personal data with leagues, county associations and other competition providers for entry in events.

**For funding and reporting purposes**

* sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
* analysing anonymised data to monitor club trends; and
* sending an annual club survey to improve your experience as a club member

**For membership and club management**

* processing of membership forms and payments;
* sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
* club newsletter promoting club activity; and
* publishing of race and competition results

**For marketing and communications (where separate consent is provided)**

* sending information about promotions and offers from sponsors;
* sending information about selling club kit, merchandise or fundraising.

Any health data we hold on you is only processed for the purpose(s) of passing to coaches to allow the safe running of training sessions. We process this data on the lawful basis of protection of your vital interest in the event of a medical emergency.

**Non members**

On occasion we may collect personal data from non-members e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event or race. This information will be stored for a maximum of 6 months and then destroyed securely. Our lawful basis for processing Health Data is the protection of your vital interest in case of medical emergencies.

**Social Media**

The club uses Facebook and WhatsApp. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies.  Please check these policies before you submit any personal data on the club social media pages.The club also uses SPOND for managing events.

**Who we share your personal data with**

When you become an affiliated member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org.]

Athletic Data for unaffiliated members is held securely within the Capel Cheetahs dropbox store and is not shared with England Athletics.

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

**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 purposes other than those detailed in this policy.

**Your rights regarding your personal data**

As a club member 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’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

If you wish to make an enquiry or complaint about your personal data you can do so via email to the membership secretary membership@capelcheetahs.co.uk

You are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.