

Chorley Athletic & Triathlon Club - Privacy Policy

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure and our members' rights in relation to it.

1.2 We may collect, use and store members' personal data, as described in this Policy, and as described when we collect data from our members via the membership forms.

1.3 We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised to check our website <http://www.chorley-athletic-and-triathlon.org> regularly for any amendments.

1.4 We will comply with the General Data Protection Regulations (GDPR) when dealing with members' personal data. Further details on the GDPR can be found at the website for the Information Commissioner's Office (www.ico.gov.uk). For the purposes of the GDPR we will be the Data Controller of all personal data that we hold about our members.

2. Who are we?

2.1 We are Chorley Athletic & Triathlon Club (hereafter known as "Chorley"). We can be contacted at contact@chorley-athletic-and-triathlon.org.

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Members' name, address, telephone number(s), email address(es)	Managing the member's membership of the Club Managing the member's UKA registration Managing event entries and results Managing & administering training sessions	For the purposes of our legitimate interests in operating the Club for the benefit of our members.
Selected members' names	Managing reciprocal training arrangements with other clubs	For the purposes of our legitimate interests in operating the Club for the benefit of our members.
Date of birth / age related information	Managing membership categories which are age related Managing the member's UKA registration Managing event entries and results Managing & administering training sessions	For the purposes of our legitimate interests in operating the Club for the benefit of our members.

	<p>Analysis & monitoring of club trends</p> <p>Managing safeguarding</p>	Protecting the member's vital interests
Emergency contact details	<p>Contacting next of kin in the event of emergency</p> <p>Managing safeguarding</p>	Protecting the member's vital interests
Gender	<p>Managing event entries and results</p> <p>Analysis & monitoring of club trends</p>	For the purposes of our legitimate interests in operating the Club for the benefit of our members.
UKA number	<p>Managing event entries</p> <p>Managing the member's UKA registration</p>	For the purposes of our legitimate interests in operating the Club for the benefit of our members.
Name of first claim club (if second claim member)	<p>Managing the member's membership of the Club</p> <p>Managing event entries and results</p> <p>Managing safeguarding</p>	<p>For the purposes of our legitimate interests in operating the Club for the benefit of our members.</p> <p>Protecting the member's vital interests</p>
Relevant medical information	<p>Being informed in the event of an emergency</p> <p>Managing & administering training sessions (for reference by coaches during training)</p>	Protecting the member's vital interests
Photos and videos of members	<p>Putting on the Club's website, social media pages and using in articles in the press</p> <p>Using them as a coaching aid (?)</p> <p>Managing safeguarding</p>	Consent. We will seek the member's consent on their membership application and renewal form. The member may withdraw their consent at any time by contacting us by email.
Member's name and email address	Communicating information to members about Chorley business including club activities, club merchandise, membership renewals, social events	Consent. We will seek the member's consent on their membership application and renewal form. The member may withdraw their consent at any time by contacting us by email.
Member's results	Using them as a coaching aid	For the purposes of our legitimate interests in operating the Club for the benefit of our members.
Member's attendance to training sessions / events	Managing & administering training sessions	For the purposes of our legitimate interests in operating the Club for the benefit of our

		members.
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4. Chorley's website

4.1 Chorley's website does not collect information about users directly or indirectly through cookies.

4.2 Messages can be posted on the message board and attributed to a named individual, but this data is not processed nor shared beyond the website itself.

4.3 Contact details and information regarding coaching qualifications and safeguarding, about named individuals such as committee members and coaches, are published on the website with permission of the individuals, to ease communications for the club and provide information to members. This published information is not used by the club for any other reason.

5. How we protect members' personal information

5.1 We take all reasonable steps to ensure that members' personal data and, in particular, sensitive data (medical conditions) is treated and stored securely.

5.2 We use generally accepted standards of technology and operational security in order to protect the data from loss, misuse or unauthorised alteration or destruction.

5.4 In the event of any breach of members' personal data, which might expose them to serious risk, we will notify the member(s) promptly.

6. Who else has access to members' personal information?

6.1 We will never sell members' personal information. We will not share members' personal information with third parties without prior consent except where required to do so by law or as set out in the table above or in paragraph 6.2 below.

6.2 We may pass members' personal information to third parties who are service providers to us for the purposes of running the Club, for example membership administration software, sports governing bodies, entry and results services, national rankings services.

6.3 We disclose only the personal information that is necessary for the third party to deliver the service on the members' behalf.

6.4 We use due diligence to ensure that our service providers keep members' information secure and do not use it for their own purposes.

7. How we keep members' information up to date

7.1 Members are asked to review their data annually, at the time of renewal, and to make amendments to the data as necessary to keep it up to date.

8. How long we keep members' information

8.1 We will hold members' personal information on our systems for as long as they are a member of the Club.

8.2 After they have ceased to be a member we will continue to hold their information until we are satisfied that they no longer hold any Club property and are not likely to rejoin the Club. This period of time is estimated to be 4 years but will be reviewed regularly.

9. Members' rights

9.1 Members have rights under the GDPR:

- (a) to access their personal data
- (b) to be provided with information about how their personal data is processed
- (c) to have their personal data corrected
- (d) to have their personal data erased in certain circumstances
- (e) to object or restrict how their personal data is processed

9.2 Members have the right to take any complaints about how we process their data to the Information Commissioner:

<https://ico.org.uk/concerns>

Phone: 0303 1231113

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

9.3 If you have any questions or comments about this Privacy Policy please contact Natasha Fellowes (tash.fellowes@talktalk.net).