

# **POOLE RUNNERS PRIVACY POLICY**

## **WHO WE ARE**

Poole Runners is a volunteer-led running club, serving the Poole and surrounding locations. We are registered with the governing body, England Athletics, and have a member-elected Committee which oversees the running of the club and its governance.

## **WHAT PERSONAL DATA WE COLLECT AND WHY WE COLLECT IT**

When registering with Poole Runners, a comprehensive Membership Form is completed. The information captured includes, but is not limited to:

- Your names
- Your address
- Your date of birth
- Your email address
- Your phone number
- Your emergency contact information
- Your medical details

Collecting this information allows us to:

- Appropriately register you with Poole Runners and England Athletics (where needed)
- Send you important information regarding Poole Runners and involve you as an active member
- Respond to your queries or complaints effectively
- Appropriately facilitate club activities

## **WHO WE SHARE YOUR DATA WITH**

If you register or renew your membership as a Full Member with Poole Runners, you will automatically be registered as a member of England Athletics. This is in addition to your details being held by Poole Runners. Here, we will provide England Athletics with your personal data, which they will use to create an athlete profile for you and enable access to an online portal (called MyAthletics). England Athletics will contact you to invite you to sign into and update your profile (here you can set and amend your privacy settings, along with other things).

If you register or renew your membership as a Social/Associate Member with Poole Runners, your details will be held by Poole Runners.

Access to the information shared with Poole Runners may be made available to coaches and authorised offices of Poole Runners, solely to facilitate club activities. Examples of this may include, but is limited to:

- Race/Event entry
- Club Member demographic surveys
- England Athletics Registration
- Training session safety (i.e. any medical information that may be needed in the case of emergencies)

## **WHAT RIGHTS DO YOU HAVE TO YOUR DATA**

You have the right to request your personal data be sent to you electronically.

You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes. To do so, please use the contact information below.

## **DATA RETENTION**

Poole Runners will hold all information submitted for a period of up to two years after receipt, for club administration only.

Poole Runners reserves the right to waive this retention period for the purpose of club complaints, safeguarding concerns or any instances outlined by the Committee or club Chair.

## **CONTACT INFORMATION**

Please use the Poole Runners Facebook Page to message us, or email [membership@poolerunners.co.uk](mailto:membership@poolerunners.co.uk).

Queries regarding how your data is managed by England Athletics should be directed to: [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org)