



London City Athletics Club Privacy Notice

London City Athletics Club ("LCAC" or "the Club") is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, LCAC 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 share personal information with us when you fill in a form 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. The information you give us may include your name, date of birth, gender, address, nationality, email address, phone number, school, college or university, and the name of the England Athletics ("EA") affiliated Club with which you are registered ("Athletics Data"). We may also ask for relevant health information including emergency contact details and for any medical conditions that may be useful to know of during an emergency.

The Club only intends to collect data to carry out the services of administering the Club, for and on behalf of its members.

Why we need your personal data.

The Club needs your Athletics Data to be able to administer your membership, and provide the membership services you are signing up to when you register.

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 Athletics Data include:

For training and competition entry, shared with:

- club coaches or officials to administer training sessions.
- club team managers to enter events.
- facility providers to manage access to the track or check delivery standards.
- 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.

For membership and club management

- processing of membership registration forms and payments via England Athletics.
- sharing data with committee members to provide information about club activities.

Membership renewals or invitations to social events

- club communications including newsletters via email.
- publishing of race and competition results.

England Athletics (EA) and Processing of Membership Payment

The Club will provide EA with your data in order to process your joining of the club. When becoming a member of the Club, the joining member will complete the Join form on our website. All membership types, including those without EA Affiliation, the payment is processed by EA. After the Join form is completed, the inputted data will be forwarded to EA who will email the joining member with payment instructions.

For those with EA Affiliated membership, EA will enable you to access to the MyAthletics online portal. EA 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 EA, please contact dataprotection@englandathletics.org.

The Club will not send or share your personal information to third parties apart from the purposes described above.

Any special category health data we hold on you is only processed for the purpose(s) of passing health data to coaches and team managers to allow the safe running of training sessions and competitions. 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.

LCAC uses social media to promote and communicate about the Club; platforms include, but are not limited to, Facebook, WhatsApp, Twitter and Instagram. All members are free to join these social media platforms. If you join one of the social media platforms, please note that provider of the social media platform(s) have their own privacy policies and that the Club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the Club's social media pages.

The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting and club administration. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data.

We will hold your personal data for as long as you are a member of the Club. If your membership lapses or you cease membership, any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with EA retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

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). This information will be stored for a maximum of 52 weeks after an event and then destroyed securely. Our lawful basis for processing non-member data is consent. Therefore, we will need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

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's data protection supervisory authority, the 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 the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

15.03.2020