

Hazlemere Runners

GDPR – Information Privacy Notice

Approved by:

Chair <*e-Signed*>

Secretary <*e-Signed*>

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Next review date: 1 May 2024

Our Contact Details

1. **Position:** The Club Secretary,
2. **Name:** Hazlemere Runners
3. **Address:** C/o Hazlemere Sports Association, Amersham Rd, Hazlemere, High Wycombe HP15 7QA
4. **E-mail:** hazlemererunners@hotmail.com
5. In the first instance, please contact the Hazlemere Runners by email.

The Type of Personal Information We Collect

6. We currently collect and process the following information:

- a. Personal identifiers and contact details (for example, name and contact details).
- b. Information provided by England Athletics (for example affiliation details, EA qualifications).

How We Get The Personal Information and Why We Have It

7. Most of the personal information we process is provided to us directly by you for one of the following reasons:

- a. The management of individual or joint membership of Hazlemere Runners.
- b. The management of open to the public races, courses and other events.
- c. The management of members' affiliation to England Athletics.
- d. Members' completion of England Athletics qualifications.

8. We also receive personal information indirectly, from the following sources in the following scenarios:

- a. From England Athletics to manage member affiliation and / or qualification completion and management.

9. We use the information that you have given us in order to manage Hazlemere Runners and individual / joint membership.

10. The information that you have provided will be shared with LoveAdmin, in order to manage club membership, races and organised courses and other events.

11. The information that you have provided will be shared with England Athletics, in order to manage individual / joint membership.

11. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

12. **Your consent.** You are able to remove your consent at any time. You can do this by contacting the Club Secretary via hazlemererunners@hotmail.com, placing 'Removal of Consent' in the subject header. Please note that by removing your consent for Hazlemere Runners to collect and process your data, your membership of the club will end.

How we store your personal information

13. As a condition of membership, your information is collected, stored and processed by LoveAdmin who confirm that they are GDPR compliant. A copy of their privacy policy can be viewed here: <https://www.loveadmin.com/privacy-policy/>

14. The club will retain all personal information held on LoveAdmin for up to 18 months after a member chooses to resign or fails to renew membership. This policy allows former members to rejoin Hazlemere Runners the opportunity to rejoin and retain visibility of any payment information. After this period, we will then dispose of personal information by deleting your membership profile from LoveAdmin.

Your data protection rights

15. Under data protection law, you have rights including:

- a. **Your right of access** - You have the right to ask us for copies of your personal information.
- b. **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. Please note, that members are able to access their online profile and make these amendments.

- c. **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances. Please note that any request to erase or delete personal data held on LoveAdmin will end membership of the club.
 - d. **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
 - e. **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
 - f. **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
16. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
17. Please contact us at hazlemererunners@hotmail.com if you wish to make a request, placing 'Information Request' into the subject header.

How to complain

18. If you have any concerns about club use of your personal information, you can make a complaint to us at hazlemererunners@hotmail.com, placing 'Personal Information Complaint' into the subject header.
19. You can also complain to the ICO if you are unhappy with how we have used your data.
20. The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
21. ICO Helpline number: 0303 123 1113

22. ICO website: <https://www.ico.org.uk>