



Loughton AC Privacy Policy

Loughton AC is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Loughton AC is the data controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

Our contact details

Our general contact details are

email loughtonathleticclub@gmail.com or via the contact form on our website <https://www.loughtonac.org.uk/contact-us>.

For matters relating to data protection you can contact the club secretary on loughtonacsecretary@gmail.com

Our training ground is located here: Roding Valley Recreation Ground, Roding Rd, Loughton IG10 3BS

What personal data we hold about you

Membership information

You may give us information about you by filling in forms at an event or online, by corresponding with us by phone, email or otherwise. This includes information you provide when you register with the club or you are added to the waiting list prior to membership. The information may include: date of birth, address, email address, phone number, school/college, name of any other England Athletics (EA) clubs with which you are registered, EA registration number (if already issued), gender, and any prior athletics or other sporting experience.

Health information

We also ask for relevant health information emergency contact details which is classed as Special Category personal data.

Training and racing information

We hold results from races that you have competed in and records of training sessions that you have attended.

Photographic information

Photographs of you may be taken at races or other events but we ask for your consent for this separately.

Why we need your personal data

The purpose of the processing include:

For training and competition entry

- Sharing personal data with club coaches, volunteers or officials to administer training sessions.
- Sharing personal data with club team managers to enter events.
- Sharing personal data with leagues, county associations (and county schools associations) and other competition providers for your 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 forms and payments.
- Managing training sessions.
- Keeping you safe by providing training sessions that consider previous athletic or sporting experience and making sure we know who to contact in an emergency.
- Sharing data with committee members to provide information about club activities.
- Membership renewals or invitation to social events.
- Club newsletters and website information promoting club activity.
- Keeping performance ranking lists.
- Publishing race and competition results, and making these results available to external results database providers (e.g. power of 10).

Legal basis for processing your information

The reason we need your information (other than photographs) is 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 membership data is that we have a contract to you as a member to provide the services you are registering for.

Health information

Health information is classed as Special Category data and needs more legal protection. This kind of information needs an extra condition for processing. The condition that applies to your health information that we collect is Article 9 (2) (a) Consent. Therefore we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

Photographs

Any photographs which we hold of you are for the purposes of club membership administration, publicity or news releases, or for the club website and social media accounts. We process this data on the lawful basis of consent, which has been sought and given on joining and on annual membership renewal forms.

The club may, from time to time, hold the following social media pages: Facebook, WhatsApp, and Instagram. All members are free to join/follow these pages. If you join one of the social media pages, please note that providers of social media platforms 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 social media pages.

Who we share your data with

When you become a member of LOUGHTON AC, you may have chosen to be registered as a member of England Athletics Limited. We will provide England Athletics Ltd with your athletics data which they will use to enable access to the MyAthletics portal. England Athletics Ltd 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. England Athletics has its own privacy policy that you can read here: <https://myathleticsportal.englandathletics.org/Home/Privacy>. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Ltd, please contact dataprotection@englandathletics.org

We share some limited information about you (your name and age) with race organisers for the purposes of race entry.

Results from races (your name, age and time) may be shared with other clubs or published on the Loughton AC website.

Your information (name, age, gender and phone number) is uploaded to Spond for the purpose of managing training sessions and races entries. Spond has its own privacy policy which can be read here: <https://www.spond.com/privacy/>.

Mailchimp is an email collection and broadcasting tool. If you opt into receiving club updates by email when you join the club, we will share your name and email address with Mailchimp to manage the membership email list and to send out very occasional club emails. Users have the opportunity to unsubscribe on every email they receive from us.

If you choose to pay your membership fee using a card we will use a payment provider (Stripe) to process your payment. Stripe has its own privacy policy which can be read here: <https://stripe.com/gb/privacy>.

If you have given us consent to take photographs of you, these may be shared on social media or on the Loughton AC website.

The club does not supply any personal data it holds for this purpose to any other third party, except where we have a statutory duty to do so (e.g. exemptions under schedule 2 of the Data Protection Act 2018). The club does not transfer your data outside of the UK.

How long we hold your data

We hold all your personal data on file for as long as you are a member with us. Information is updated at every membership renewal. 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 Ltd's retention policy. The exception to this is individual results which are kept for historical records indefinitely. Your data is not processed for any further purposes other than those detailed in this policy.

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. However, if you do choose not to share your personal data with us, please note that we may not be able to register or administer your membership.