



Eton Manor AC Privacy Policy

The Eton Manor AC commitment to Privacy

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Introduction

Eton Manor Athletic Club ("EM", "the club", "we", "our", "us", "the committee") take the protection of the data that we hold about members, guest athletes, volunteers, supporters, coaches, other clubs, stakeholders and contacts seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (**Data Protection Legislation**).

Please read this privacy policy carefully to see how Eton Manor AC will treat the personal information that you provide to us either when using this website (www.eton-manor.com), membership payments portal ("PaySubsOnline") or in other circumstances when we collect data from you by paper form, phone call, text message, email (including our bulk email service, Mailchimp). We will take reasonable care to keep your information secure and to prevent any unauthorised access.

The website is maintained by Eton Manor AC. For the purposes of data protection legislation, Eton Manor AC Committee is the data controller.

This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

The information we collect about you

We may collect the following information about you through our website:

- Your name, email address, phone number, postal address, gender, date of birth, next of kin name and their contact details, medical conditions and allergy information relevant to physical activity, and any other information you voluntarily provide to us



- Your IP address (which is a unique identifier that computers and devices used to identify and communicate with each other) which is automatically recognised by the web server.

The information provided to us

In becoming a member, volunteer, guest athlete, supporter or other person in contact with the club, we will collect certain information about you which may include your name, email address, phone number, postal address, gender, date of birth, next of kin name and their contact details, medical conditions and allergy information relevant to physical activity, England Athletics URN number, and details of any coaching or officiating qualifications and licences you hold.

How we use your information

We may use your personal information for several purposes, including:

- Administer members' involvement in club training, social events and participation in races and competitions
- Communicate with members, guest athletes, volunteers, supporters, coaches, other clubs, stakeholders and contacts about club matters including training, social events, competitions and races
- To notify members about important updates and information about your membership
- To deal with your requests and enquiries;
- To contact you for reasons related to your enquiry;
- To use your IP address to monitor traffic and gather browsing behaviours of visitors to our websites. We will not use your IP address to identify you in any way;
- To create meaningful, actionable analysis of website and email use on an anonymised basis.

Where you are joining the club as a First Claim or Second Claim member, we will collect your information and pass the required details to England Athletics to be able to register you. You may also choose to provide England Athletics with other information on your online user profile (MyAthletics). How this information handled is regulated by the [England Athletics Privacy Policy](#).

As part of member participation in local, regional and national competitions, your information will be passed to other organising clubs and associations as necessary to administer your entry into these events. We will ensure that any club, association or organisation we share your information with has a compliant Privacy and Data Use Policy to ensure the safe and legal processing, storage and deletion of your data.

Our legal bases for processing your information



Eton Manor AC exists to encourage and enable group participation in running and athletics in and around Leyton, Walthamstow, Leytonstone and Hackney Wick, both in terms of training and competitive events.

Therefore, we will process your information on the basis of legitimate interest of administering your involvement in training and competition to ensure you are able to take part safely.

Athlete registration

In relation to athlete registration specifically we also have an obligation to you as a member to provide the membership service you are registering and paying for, including training, social and competitive race events.

Record keeping, research and analysis

- Maintaining records of club training, participation in and the results of competitive events;
- Maintaining statistics and conducting analysis on the make-up of members and their achievements
- Communicating with you to ask for your opinion on Club matters

Sharing data

If you become a registered athlete, club official or volunteer, we may share your information with the following bodies as part of the administration of your involvement in the sport and for purposes of delivering the tasks outlined above:

- UK Athletics (and specifically the subsidiary of England Athletics)
- Other home country athletics organisations – Wales, Scotland and Northern Ireland
- Selected members of the National Council of UK Athletics
- Selected members of the UK Athletics Regional Councils – London
- Selected members of the relevant UK Athletics County Athletics Association
- Selected members of the relevant Athletics Association – South of England
- Other clubs, associations and organisations who are the official organising body of an event you wish to enter as a representative of the Club

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose, we will ask for your consent.

We may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.



If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that Eton Manor AC is legally obliged to disclose it.

This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

Marketing

When we collect information from you, we will give you the opportunity to opt in to non-essential membership or general communications and will tell you how you can opt-out at any time. This opt-in and opt-out is managed through the Club automated email system or by any method of written communication to the Club committee.

Protecting your information

The data that we collect from will not be transferred to a destination external to Eton Manor AC's secure online storage drives. We will not transfer your data outside of the European Economic Area.

By submitting your personal data, you agree to this storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information. We also protect the security of your data using Secure Sockets Layer (SSL) encryption technology.

Email Sending Provider (ESP)

We may use a third-party provider to deliver our regular communications. If you consent to us sending you our e-newsletter, we will let you know who the third-party provider is at that time. We gather statistics around email opening and clicks using industry standard technologies including clear images to help us monitor and improve our e-newsletter.

Surveys

We may carry out surveys using a third-party provider. We will not transfer any data to a third party for research purposes. In each survey, we will clearly tell you what data we are collecting and provide a link to terms and conditions for any incentives offered to take part in that survey. We do not link any other information about your browsing activity with the survey data, which is stored separately. All survey data will be anonymised.

Third Party Links



Our Site may, from time to time, contain links to and from the websites of other athletics and running organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not

Your rights

Finding out what information Eton Manor AC holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called data subject access requests. If you would like to make a subject access request, please contact us at admin@eton-manor.com or write to us at:

Data Protection

Eton Manor AC

The Cottage
3 Marsh Lane
London
E10 7BL

You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any specific information about the source or location of the information you are requesting.

Right to be forgotten

In certain circumstances you can request us to delete all information we hold which identifies you. You can make this request at any time by emailing admin@eton-manor.com but please note we may be compelled to maintain your information due to specific legislative or regulatory requirements.

Data corrections

You have the right to require us to correct any inaccuracies in your data free of charge. You can also exercise this right at any time by contacting us at admin@eton-manor.com and:

- providing us with enough information to identify you; and
- specifying the information that is incorrect and what it should be replaced with.

Data portability

You have the right to request a copy of your personal data for you to reuse for your own purposes across different services. You can also exercise this right at any time by contacting us at admin@eton-manor.com.

Data retention



Any data that we collect from you will be deleted in accordance with timescales set out below:

| Type of Data | Date of deletion |
|--|--|
| Email address, phone number, postal address, gender, date of birth, next of kin name and their contact details, medical conditions and allergy information relevant to physical activity, England Athletics URN number, and details of any coaching or officiating qualifications and licences you hold. | Four years after an individual has ceased being a member and requested no further contact. |
| Name and date of birth in files | This information will be anonymised after the four-year period referred to above. |
| Name and performance data in public competition records where athlete has represented the club at any level | For such time as the athlete represented the club and for fifty years thereafter. |

Complaints and contacts

If you have any concerns or complaints in relation to how the Club collects and/or processes your personal data, you should contact the Eton Manor AC data protection officer in the first instance: this is always the Committee member with responsibility for Communications, contactable via the Eton Manor website or admin@eton-manor.com.

Please use the same details to contact us with regard anything included in the Privacy Policy.

If you are dissatisfied with how your concern/complaint is dealt with by Eton Manor AC, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk).

Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on in this document, permanently held on our website. This Privacy Policy was last updated on in September 2018.