

# CHRISTCHURCH RUNNERS - DATA PRIVACY POLICY

## 1. About This Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.christchurch-runners.org.uk](http://www.christchurch-runners.org.uk) for the latest version, though members will be notified when it is updated.

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

1.5 Members may additionally apply for Individual Membership of England Athletics who protect information according to their Data Privacy Policy: <https://events.englandathletics.org/privacy>

## 2. Who are we?

2.1 We are the Christchurch Runners, a sub division of the East Christchurch Sports & Social Club. We can be contacted at:

Christchurch Runners  
c/o East Christchurch Sports & Social Club,  
Grange Road,  
Christchurch,  
Dorset. BH23 4JD  
Tel: 01425 275769 [club@christchurch-runners.org.uk](mailto:club@christchurch-runners.org.uk)

## 3. What information we collect and why.

Type of Information	Usage	Notes
Members: Name, Email address, Home address, Telephone number, Work contact details Date of Birth, Family members, Additional personal details inc. medical provided on the Membership Form	Stored by the Club Treasurer to manage membership of the club and stored on EA club pages also visible to the Club Secretary	Deleted within 5 years of last membership or when requested
Members: Name & Email address	Stored on Spond for use as a distribution list. Email addresses only visible to Spond admins.	Deleted when removed from the distribution list
Members: Name	Individual names appear throughout our internal club results and some may appear on social media.	Names are not deleted
Couch to 5k participants: Name & Email address	Stored by the Couch to 5k Organiser	Deleted within one year
Race Entrants: Name, Email address Home address, additional personal details inc. medical where relevant to the race	Stored by the Race Organiser to manage organisation of External Club Races such as the Hoburne 5 or Christmas 10k	All is deleted within a year apart from Published Information or Interested Parties as below
Race Entrants: Name, Club & Category	Used in the Published Race Result	Published Information
Prospective Entrants: Name & Email address	Stored by the Race Organiser for future races	Active Opt in by Interested Parties Deleted when opted out

## 4. How we protect your personal data

4.1 We will not transfer your personal data without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## 5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties except where required to do so by law.

## 6. How long do we keep your information?

6.1 **Members:** We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations.

6.2 **Hirers:** We will hold your personal data on file for a period of two years, unless there has been a contravention of our Terms and Conditions during a hire whereby the information will be held for as long as is necessary to ensure the hirer is not given future access to the Club's facilities.

6.3 We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

6.4 We securely destroy all financial information once we have used it and no longer need it.

## 7. Your responsibilities

7.1 You are responsible for ensuring that any of your data held by the Club is up-to-date, by notifying any changes as they occur.

## 8. Your rights

8.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

8.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

8.3 For more details, please address any questions, comments and requests regarding our data processing practices to our Club at [club@christchurch-runners.org.uk](mailto:club@christchurch-runners.org.uk)