

## **Retford Athletic Club**

### **Data Protection Act – Our Commitment to you**

When you join our club we ask you to provide information about yourself. Because we collect and store this information we are covered by the terms of the Data Protection Act. This leaflet tells you what we do with the information we hold about you or your child.

#### **What information do we collect?**

We only collect the following information:

- Name
- Address
- Telephone number
- Other athletic club membership
- Date of birth
- Medical conditions
- Emergency Contact details

Information is currently stored in a computer directory, managed by the Membership Secretary and access is restricted to 4 committee members: Chairman, Membership Secretary, Junior Secretary, Treasurer. Every so often we ask you to update the information we hold on you.

#### **What we do with the information?**

The club will use information provided by members only for the following reasons:

- The club Membership Secretary uses the information to maintain current membership listings and to manage membership subscriptions;
- Club coaches use some of the information, particularly that relating to age and medical conditions, to plan training programmes;
- Club coaches need to know of the medical information relating to any athlete to ensure that they do not ask the athlete to undertake any athletic activity which would be harmful to their health;
- Team Managers use the information to compile team lists for competitions

#### **Do we ever give out information to people outside the club?**

The club will release information about members to people outside the club only in the following circumstances:

- To England Athletics (via the secure Portal) for the purposes of member registration with England Athletics.
- Where there is a legislative requirement to do so;
- Where there is an obvious medical reason to do so;

- In order to meet the requirements of athletic competitions in which the club is competing.

Where information requests are made by a third party the club will pass on to the third party only that information which is required in order to comply with legislative, registration or competition requirements. In all cases the club will only release information where it is satisfied that the nature of the information and the recipient of the information is legitimate for the purpose requested.

The club will never release membership data to any third party for the purposes of marketing or publicity.

In any of these circumstances we will pass on only the minimum necessary information asked for.

The club will update member data on an annual basis and the data of retired or lapsed members will be retained for a maximum of 4 years.

### **What if I do not want you to pass on my information to anybody else?**

If you do not want us to pass on information all you have to do is to let us know. You can do this by writing to the club Chairman, Membership Secretary or Junior Secretary.

This may mean that we cannot enter you or your child for certain athletic competitions.

You cannot ask the club to withhold information when we are legally required to do so.