

Retford Athletic Club Data Protection Policy

1. It is the policy of Retford Athletic Club to take all necessary steps to ensure that personal data held by the club about its members is processed fairly and lawfully.
2. The club will ensure that all relevant statutory requirements are complied with, and that the Club's internal procedures are monitored periodically to ensure compliance.
3. The Club will ensure that all new members are informed of our data collection and data management arrangements and that all existing members are reminded each year when membership is renewed. Members will be informed of 'opt out' options.
4. The club will implement and comply with the eight Data Protection Principles in the Data Protection Act 1998 ("the Act") which promote good conduct in relation to processing personal information.

These principals are as follows:

- Personal Data shall be processed fairly and lawfully.
- Personal Data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any matter incompatible with that purpose or those purposes.
- Personal Data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal Data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal Data shall be processed in accordance with the rights of data subjects under the act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction, or damage to personal data.
- Personal Data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The club will also comply with the General Data Protection Requirements (GDPR) which are effective from 25th May 2018.

5. In collecting information the club will only collect that information which is relevant to club matters.
6. Information is currently stored in a computer directory, managed by the Membership Secretary and access to the full database is restricted to 4 committee members: Chairman, Membership Secretary, Junior Secretary and Treasurer.

7. We will only collect information which is directly relevant to athletic activities. This data can be divided into the following 2 categories: **Personal Information** including name, address, date of birth, telephone number, any other athletic club membership; and **Sensitive Information** including information on medical conditions and medication, gender, disability, etc.
8. 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 some of the information to compile team lists for competitions and to publicise race results.
9. 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.
10. The club will periodically use anonymised and or aggregated data to support funding applications or to monitor club trends.
11. 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.
12. The club will update member data on an annual basis and the data of lapsed or retired members will be retained for a maximum of 4 years.
13. The club will never release membership data to any third party for the purposes of marketing or publicity.
14. The Club will provide all members or their parents or carers with an information leaflet explaining to them the types of information which we will pass to legitimate third parties.

15. The Club will monitor the implementation of its Data Protection Policy and Procedures on an ongoing basis.
16. The person having overall responsibility for Data Protection within the Club is the Data Protection Officer.

Approved by the Management Committee - January 2018