



# Rhayader Running Club

www.rhayaderac.org.uk

## Data Protection Policy

1. It is the policy of Rhayader Running Club (“the Club”) to take all necessary steps to ensure that personal data held by the Club about its members is processed fairly and lawfully, and that the **Club’s internal procedures are monitored periodically to ensure compliance.**

Personal data is information which relates to an individual who can be identified from that information, whether or not, in conjunction with any other information.

2. The Club will implement and comply with The General Data Protection Regulation (GDPR) (in force from 25 May 2018). Written consent will be obtained from Members via Membership Forms. The Form will explain how their data will be used and if it’s going to be transferred.
3. The Club will implement and comply with the eight Data Protection Principles in **the Data Protection Act 1998 (“the Act”)** which promotes good conduct in relation to processing personal information.

These principles are as follows:

- processed fairly and lawfully;
  - processed only for specific purposes;
  - adequate, relevant and not excessive;
  - accurate and kept up to date;
  - kept for no longer than is necessary;
  - kept in accordance with your rights; and
  - kept securely.
4. In collecting information, the Club will only collect information which is relevant to Club matters.
  5. The Club will collect personal information e.g. name, address, date of birth, telephone number, email address; any other athletic club membership.
  6. The Club will use information provided by members for the following reasons only:
    - processing membership forms and payments as we are required to do so by Welsh Athletics.
    - planning training programmes
    - sharing data with committee members to provide information about club activities, events, membership renewals or invitation to social events.
    - sharing data with leagues and other competition providers for entry in events.

7. The Club will release information about members to people outside the Club only in the following circumstances:
  - 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.
8. 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 or competition requirements.
9. **Photographs are often taken of members taking part in running events and at Club training sessions. The photographs are used by the Club on the Club's website, Facebook page, and in club publicity and promotion.**
10. **Results, including full names of Runners who have taken part in races and running events are often posted on the Club's website and Facebook page.**
11. **If Members are unhappy about the use of their data or photographs as described in this statement they should notify any the Club Welfare Officers with the concerns (Dee Davies and Ray Sharratt).**
12. **Members' data will be held for 2 years after the last year of membership and then securely destroyed.**