



Swanley & District AC Privacy Notice

Swanley & District AC are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Swanley & District AC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold

When you register with the Club we require certain information (Athletics Data) to process your application and this includes your name, date and place of birth, gender, address, e-mail address, phone number, name of your previous EA affiliated Club (or in the case of second claim members, your current first claim club), plus any relevant health information.

Why we need your personal data.

The reason we need your personal data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

Training and competition entry

- sharing personal data with club coaches or officials to administer appropriate training sessions.
- sharing personal data with club team managers to enter events.
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

Funding and reporting purposes.

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority
- analysing anonymised data to monitor club trends.
- sending a club survey to improve your experience as a club member.

For membership and club management

- processing of membership forms and payments
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events.
- club newsletter promoting club activity.
- publishing of race and competition results

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors.
- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold, is only processed for the purpose of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent, and we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

There are occasions where we need to collect personal data from non-club members to enable us to organise and administer club events (ie: Darenth Valley 10k, Summer Relays) or where we are involved in taster events. Any



information collected will be stored for a maximum of 12 months after the event and then destroyed securely. Our lawful basis for processing data is consent. And we will need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club also has the following social media pages – website, Facebook, WhatsApp. All members are free to join these pages. If you do join one of the Social Media pages, please note that providers of social media platforms have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

When you become a member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org.]

Swanley & District AC does not supply any personal data it holds to any other third party nor do we store or transfer any of your personal data outside of the UK.

How long we hold your personal data.

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold, will be securely destroyed after 4 years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data, we may not be able to register or administer your membership.

