



Orion Harriers are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Orion Harriers 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 on you**

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club or subscribe to our newsletter/email lists. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information and data about race/ethnic origin and disability, which are classed as special category personal data. The lawful basis for processing these data is use in anonymised, aggregated form in grant funding applications. Ethnicity and disability information will be treated in confidence but is useful when seeking funding and for accreditation purposes.

## **Why we need your personal data**

The reason we need your Athletics 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:

### **For training and competition entry**

- sharing personal data with club coaches or officials to administer 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.

### **For 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 on you 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. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event. This information will be stored for 4 weeks after an event and then destroyed securely. Orion will also hold personal data for coaches who may be non-members – this data will be held in line with the timescales set out for members below. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages: Facebook, WhatsApp, Twitter and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) 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 Orion Harriers you can also choose to be registered as a member of England Athletics Limited. If you would like to register 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](mailto:dataprotection@englandathletics.org). Be aware that should you ever wish to compete in your sport you will need to be registered with England Athletics Limited at the time.

If we wish to share your data with third parties for marketing purposes, we will tell you about this and only do so if we get your consent. You can opt out at any time by notifying us.

Orion Harriers may also share your personal information with the police and other law enforcement agencies for the purpose of crime prevention or detection. If we disclose your information we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime and that Orion Harriers is legally obliged to disclose it.

## Storage of your personal data

Orion Harrier's data processing requires that your personal data may be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

## 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 and it will be deleted in accordance with the timescales below:

Type of information	Date of deletion
Athletics data	Four years after an individual has not played an active part in the club.
Name, date of birth, gender, URN number, email address, address, telephone number.	Four years after the last known attendance of the individual at the club.
Name where athlete has represented the club and won awards individually or as part of a team	For such time as the competition continues to exist and for 10 years thereafter.



## 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 with us we may not be able to register or administer your membership.

## Policy Revision History:

Version	Date of Issue
V1	March 2018
V2	April 2023