**Hertfordshire Association of Athletic and Running Clubs - Privacy Policy**

# Hertfordshire Association of Athletic and Running Clubs commitment to Privacy.

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# 1 Introduction

The Hertfordshire Association of Athletic & Running Clubs (hereinafter called The County) ("we", "our", "us") take the protection of the data that we hold about athletes, volunteers, coaches and officials seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and thereafter the Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) from 25 May 2018.

Please read this privacy policy carefully to see how we shall treat the personal information that you provide to us either when using this website (<http://www.hertscaaa.org.uk>), or in other circumstances when we collect data from you (including via email and postal mail). We will take reasonable care to keep your information secure and to prevent any unauthorised access.

The website is maintained by the County. For the purposes of data protection, the County is the data controller.

This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Act 2018.

# 2 The information we collect about you

We may collect the following information about you through our website:

Your name, email address, postal address, England Athletics (EA) Registration Number (URN), date of birth, gender and any other information you voluntarily provide to us via our website and online forms.

**3 The information provided to us**

In becoming a county affiliated athlete, coach, official or volunteer, we will collect certain information about you which may include your name, date of birth, gender, URN number, email address, address, telephone number, names of the EA affiliated clubs that you are a member of and details of any coaching or officiating qualifications and licences you hold (Athletics Data).

# We may also access information from the Power of 10 and Run Britain about competitions you participate in (the date, name and venue of competitions, your personal results, records, rankings).

# 4 How we use your information

We may use your personal information for several purposes, including:

* Administer your involvement in Athletics and Running;
* To deal with your requests and enquiries;
* To contact you for reasons related to your enquiry;
* To create meaningful, actionable analysis on an anonymised basis.
* To maintain records of performances

# 5 Our legal bases for processing your information

The County’s key purpose is to provide competition opportunities across all age groups and across all disciplines of Athletics and Running, (including participation of athletes, coaches, officials and volunteers).

Therefore, we shall process your information on the basis of legitimate interest of administering your involvement in County championships and teams.

To administer your involvement in Athletics:

* Administering and ensuring the eligibility of athletes, coaches and officials and others involved in the sport.
* Ensuring compliance with the current Rules and Regulations including those on the affiliation of clubs, constituent bodies and registration of individuals.

This will include the use of your England Athletics Registration Number (URN), name and date of birth to check licence validation at point of entry to athletics and running events and for record keeping, research and analysis.

**5.1 Record keeping, research and analysis**

Maintaining statistics and records for the County

**5.2 Sharing data**

We may share your Data with County Team Managers for the selection of County representative teams and the County Officials Secretary.

We will share only what is needed for these purposes. If we would like to share your information for any other purpose, we will ask for your consent.

# 5.3 Protecting your information

By submitting your personal data, you agree to their storage or processing. We will take all reasonable steps to ensure that your data are treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet.

# 5.4 Email Sending Provider

We may use a third-party provider to deliver communications.

# 5.5 Surveys

We may carry out surveys using a third-party provider. We will not transfer any data to a third party for research purposes. In each survey, we will clearly tell you what data we are collecting.

# 5.6 Third Party Links

Our Site may contain links to and from the websites of other athletics and running organisations. If you follow a link to any of these websites, please note that these websites should have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

**6 Your rights and Contacts**

# 6.1 Finding out what information the County holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact our Data Compliance Officer at dataprotection@hertscaaa.org.uk or write to us at:

# Data Protection

HAARC

76 Sandpit Lane

St Albans

AL4 0BX

We will begin to process your request once we have received two forms of identification, for example, driving licence, utility bill or passport. If appropriate we may request information about the source or location of the data you are requesting. We are aware that the request must be complied with within one calendar month.

# 6.2 Right to be forgotten

In certain circumstances you can request deletion of all information we hold which identifies you. You can make this request at any time by emailing [dataprotection@hertscaaa.org.uk](dataprotection%40hertscaaa.org.uk) but please note we may be compelled to maintain your information due to specific legislative or regulatory requirements. We will keep name, age group, club and performance data in our results archive as long as the County Association exists.

# 6.3 Data corrections

You have the right to require us to correct any inaccuracies in your data. You can also exercise this right at any time by contacting us at:

 [dataprotection@hertscaaa.org.uk](dataprotection%40hertscaaa.org.uk) and:

* providing us with enough information to identify you; and
* specifying the information that is incorrect and what it should be replaced with.

# 6.4 Data portability

You have the right to request a copy of your personal data for you to reuse for your own purposes across different services in the format of your choice. You can also exercise this right at any time by contacting us at

[dataprotection@hertscaaa.org.uk](dataprotection%40hertscaaa.org.uk)

# 6.5 Data retention

Any data that we collect from you will be deleted in accordance with timescales set out below:

|  |  |
| --- | --- |
| **Type of Data**  | **Date of deletion**  |
| Athlete Personal Data  | Four years after an individual has not played an active part in the sport and thereafter anonymised. |
| Athlete name, age group, club and performance in a County promotion or for a County team. | For the duration of The County Association or any successor bodies. |
| Coach and Official Data  | Four years after an individual has not played an active part in the sport and thereafter anonymised. |
| Athletics, Coach and Official Data | Twenty years should the individual be subject to a formal disciplinary process resulting in their licence being removed. |

# 6.6 Complaints and contacts

If you have any concerns or complaints in relation to how we collect and/or process your personal data, you should contact our data compliance officer in the first instance.

If you are still dissatisfied with how your concern/complaint is dealt with by us, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk/))

# 7 Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy

Policy was last updated in October 2018.