



# Southport Waterloo A C

## Privacy Notice

Language used in this privacy Notice	Definition
You, your, data subject,	Relates to you as a natural living person
We, our, Club	Southport Waterloo Athletic Club
Third party(ies)	Refers to external suppliers who your personal data may be shared with (E.G. Athletic event venues)
Data	Any personal information we hold on you
ICO	Information Commissioner's Office. The UK Data Protection Regulator
Consent	That your consent is required to process the relevant personal data
Legitimate Interest	ICO 3 elements: <ul style="list-style-type: none"><li>- Identify a legitimate interest;</li><li>- show that the processing is necessary to achieve it; and</li><li>- balance it against the individual's interests, rights and freedoms</li></ul>

Southport Waterloo AC are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership or participation in events that the Club organises, Southport Waterloo 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 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, subscribe to our newsletter, or other relevant Club communication forums. 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 which is classed as Special Category personal data and as such, will be used only for the intended purposes.

### Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, provide the membership services you are signing up to when you register with the club, and to administer your participation in events that the Club organises. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member or participant in an event, to provide the services you are registering for.

### 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 facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations and county schools' associations and other competition providers for entry in events.
- Using personal data to facilitate the organisation and results of athletics 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; and
- sending an annual 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 Club athletic or social events;
- club website, newsletter or flyers promoting club activity; and
- 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(s) of health checks and/or passing health data to coaches to allow the safe running of training sessions & events. 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 or a club related social event). This information will be stored for the purposes of running the event and either destroyed or held for future legitimate interest purposes. The data subject will always have the option to unsubscribe from all future communications. Our lawful basis for processing data is consent or legitimate interest.

The club has the following social media Facebook page - Southport Waterloo AC. 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 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](mailto:dataprotection@englandathletics.org).

The Club does not supply any personal data it holds for this purpose to any other third party, with the exception of race entries. The Club also does not store or transfer 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 on you will be securely destroyed after four 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. The only exception to holding your data longer would be via contractual or legal reasons.

### **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.

**Children Under Thirteen**

We will never knowingly collect data from or on children below 13 years old without the consent of a parent, teacher, coach or other authorised person. Where legal consent has previously been given, we will use that as the legal basis for relevant information held, until this is opted-out of or unsubscribed from

**Statistical Analysis**

Your data will be used for any legal or general statistical analysis. This usually will not include your specific data, although it will include you in number form (E.G. 121 people gave positive feedback).

**Internet Security**

Once your data reaches us, we will use our strict data processes and security procedures to protect it. For any data transmitted to us including our website by you, before it reaches us, is at your own risk.

**Complaints**

Southport Waterloo AC would always welcome any complaints that you may have with the processing of your personal data and would look to satisfy that complaint. You also are able to make a personal data complaint to the UK's data protection supervisory authority, the Information Commissioner's Office. They can be reached at:

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Phone: 0303 123 1113

**Southport Waterloo Contact Details**

If you have any questions about this Privacy Notice or any other data protection queries, our Data Coordinator can be contacted at [swacsecretary@hotmail.co.uk](mailto:swacsecretary@hotmail.co.uk) or in writing to,

SWAC Secretary

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Brighton-le-Sands  
Liverpool  
L22 6QJ

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 or accept entries in competitions.