

LEAMINGTON ATHLETICS ACADEMY

# Privacy Policy

*LAA holds a Tier 1 Data Protection Certification with the ICO*

**Leamington Athletics Academy (LAA) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Megan Clements 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**

Any personal information you give us when joining our events or club sessions will be from online, phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, medical or behavioural details, the name of the EA affiliated clubs with which you are registered, your URN and gender. We also ask for relevant health and/or behavioural information, other which is classed as special category personal data.

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

When signing up through our website with Wix.com your data will be held securely within in the site for legitimate purpose such as accessing details to directly contact you regarding an issue with your child at our club.

We also require your personal data 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 membership and club management**

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

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

- sharing personal data and medical/behavioural information with club coaches or officials to deliver appropriate 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.

### **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

### **Marketing and communications (where separate consent is provided)**

- sending information about promotions and offers which may be of interest to you
- 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 e.g. fitness/ health checks or passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent.

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. This information will be stored until the organisation no longer needs it or if you request that it is destroyed.

Our lawful basis for processing data is on the basis of legitimate interest for the purpose of delivering safely and appropriately.

The club has the following social media pages Facebook, Twitter, 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 LAA your data is held only within club, until a time at which you chose to be affiliated to England Athletics Limited, which you would do if you wish to compete or if you wish to coach/officiate.

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).

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The Club does not supply any personal data it holds for this purpose to any other third party.

The club may transfer data from the platform Xero to Wix (website provider) as the club's new data processor.

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