



Privacy Notice

This statement has been written for the club by committee members Jo Yarnall and Jon Aston in consultation with the full committee, England Athletics and the Information Commissioners Office. It was unanimously approved and adopted by the committee on 9th August 2019. The statement will be reviewed at least once every three years or sooner if required.

The 100 Marathon Club (the Club) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, the 100 Marathon Club 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 participate in discussion boards on social media. 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).

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 membership and club management

- processing of membership and payments;
- sharing data with members to provide information about club activities, membership renewals or invitation to meetings, club runs or races and social events;
- sending club surveys to improve your experience as a club member
- providing information regarding availability of club kit
- sending the club newsletter promoting club activity; and
- publishing of race and competition results

On occasion we may collect personal data from non-members (e.g. such as any non-member participant in a club organised race for example the AGM Marathon. This information will be stored until the end of the active membership year and then destroyed securely. 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 a Facebook group which all members are free to join. If you join this group, please note that Facebook have their own privacy policies and that the Club does 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. The club also has a Twitter account for which the same rules as the Facebook page applies.

The club keeps records of complaints, welfare issues and disciplinary matters in accordance with its 'Welfare, Complaints and Disciplinary Policies'.

All material related to complaints made from stage 1 and throughout the process including decisions of a Disciplinary Panel/Hearing, including Appeal Panel/Hearing, shall be recorded and retained in electronic format in a secure document store for a period of **four years** by the Club. All hard copy paperwork will be digitised and stored in electronic format and original hard copy destroyed. Supporting documentation shall also be retained in the same fashion. After the four years has elapsed electronic records will be deleted and digitally shredded. Any data relating to complaints or disciplinary matters that can not be digitally stored will be kept in hard copy in a secure locked cabinet.

Who we share your personal data with

When you become a First Claim 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.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club uses selected third-party providers to process membership data and subscription payments, the current provider for this purpose is [Clubtrac](#). The Club also uses [PayPal](#) and [Stripe](#) to collect money from sale of club kit and to collect membership fees. These third party providers are based in the UK and have privacy policies in place to comply with the requirements of GDPR. Membership payments and kit purchase paid through Stripe or PayPal generate automatic emails that are sent to the Kit Manager and Treasurer, the purpose of these emails is to enable the timely processing of orders and for auditing purposes. As the data is held securely by the third-party provider in respect of financial transactions these emails will be deleted once an order has been processed.

We will hold your personal data on file for as long as you are a member with us. Athlete data may be updated at any time by logging on to your personal account at <https://100mc.clubtrac.co.uk/>, where you can also edit your privacy settings. 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.

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.

Questions?

If you have any questions about this privacy policy or the data you have provided to the Club, please email secretary@100marathonclub.org.uk