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Abbey Runners are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Abbey Runners 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 provide personal information to Abbey Runners via forms (e.g. Membership), requesting access to a Spond Group, via social media or by other means including phone & e-mail. This includes information you provide when you register with the Club, join Spond, or request access to the club's Facebook group. The information you provide will include your name, date of birth, address, e-mail address, phone number, emergency contacts, name of the EA affiliated Clubs with which you are registered and as requested by England Athletics; gender. We may also ask for relevant health information or other data which is classed as special category personal 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 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 run leaders to organise and administer training sessions;
- sharing personal data with club team captains to enter events (e.g. Club Relays);
- sharing personal data with leagues, county associations and other competition providers for entry in events.

For funding and reporting purposes

- if required, sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends;
- issuing 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 etc.
- invitation to social events;
- club newsletter and e-mail mailing list promoting club activity
- publishing of race and competition results

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The club does not provide any personal details to 3rd party companies, sponsors or fundraisers for marketing and communication purposes. Should the club be contacted with information that may be of interest to members, details shall be forwarded via the club’s internal mailing list.

Any special category health data we hold on you is only processed for the purpose of ensuring the safe running of training sessions and other club activities. 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. Couch to 5km participant) This information will be stored for 13 weeks after an event 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 the following social media pages; Facebook, WhatsApp, X/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.

The club’s main method of organizing club activities is via Spond. All members and potential members are free to join the relevant Spond group. Spond has it’s own privacy policy which you are requested to review before entering any personal details. Abbey Runners is unable to accept any responsibility or liability for the Spond Privacy Policy.

Who we share your personal data with

When you become a member of the Club, you will also 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’s data processing may require your personal data to be transferred outside of the UK for the purpose of Spond, cloud hosting/ etc. 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. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years (Spond, one year) 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.

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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 Abbey Runners we may not be able to register or administer your membership.

Print Name:

Signature:

Date:



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Document revision history

Rev.	Date	Description of Change	Reviewer	Approver
01	17/3/24	New Document Created	A Ellis	J Salih