**HARTFELL HILL RUNNING CLUB (HHRC)**

**PRIVACY NOTICE**

**1) INTRODUCTION**

This Privacy Notice sets out how HHRC processes member’s personal information in accordance with the General Data Protection Regulation (GDPR).

**2) CONTACT DETAILS**

HHRC takes privacy of member’s data seriously and has appointed a Data Protection Officer (DPO) who is currently John Stannard and he can be contacted at membership.hartfellhrc@gmail.com.

**3) WHAT INFORMATION IS COLLECTED BY HHRC IN RELATION TO CLUB MEMBERSHIP**

Completion of the membership form requires the following information:

* Name and Title
* Address (including postcode)
* Telephone Number
* Email Address
* Date of Birth
* Provision of an emergency contact name and telephone number
* Clauses regarding whether the applicant agrees or disagrees to the use of their personal data including photographs and digital images (see attached copy of the membership form for full details).
* Date of signature on application form although if the form is completed electronically no signature is required and the email date will be recorded.

**3a) HOW DOES HHRC USE THIS INFORMATION**

If the applicant agrees, all the information above is held solely by the Membership Secretary and these are only passed onto office bearers and other members if there is a genuine and legitimate use for the information.

Currently, the only information that is being used by others is as follows:

**HHRC Secretary, Coaches and those organising social runs and events** - email address and phone contact number(s). This allows these office bearersto keep members up to date with club activities.

**HHRC Treasurers** - list of all members who have completed application forms. This allows the Treasurers and Membership Secretary to ensure that application forms have been completed and the annual subscription paid.

**HHRC Winter/Summer Series Manager** - date of birth plus the date of membership application. This enables the Series Manager to calculate club championships.

**HHRC Race Organisers** – Emergency contact names and phone numbers.

**3b) CONSENT**

The lawful basis of holding and processing personal information is consent.

In addition, under GDPR regulations the age at which children can give their own consent is 16. HHRC will continueto review their records at the date when annual membership is due for renewal and any children affected by the change will be advised. The membership form will be revised accordingly.

**3c) FAILURE TO PROVIDE PERSONAL INFORMATION**

As the lawful basis for holding and processing personal information is consent by the individual, new members can refuse to complete a membership application form although this will make advising such members of information about the club and events etc very difficult.

**3d) HOW LONG WILL HHRC HOLD PERSONAL INFORMATION**

The initial membership application form and any subsequent amendments and renewals will be retained for one fullyear after membership has lapsed and then be destroyed.

**3e) MEMBER’S RIGHTS**

Members have the following rights:

* Request access to their personal information that HHRC holds to check that it is lawfully processing it.
* Request for correction of any errors in their personal information.
* Request erasure by withdrawal of consent for HHRC to hold their personal information.

**4) HHRC HANDLING OF OTHER PERSONAL DATA**

The club policies listed below all refer to the importance of confidentiality when handling member’s information which should be treated as detailed in the documents.

a) Child Protection and Wellbeing

b) Recruitment of Ex-Offenders

c) Safeguarding Adults

d) Secure Handling, Use, Storage, Retention and Destruction of Disclosure Information

**5) REVIEW OF DATA PROTECTION POLICY**

This policy will continue to be reviewed annually to reflect any changes in legislation and/or found to be required as a result of a better understanding of data protection issues relating to HHRC.

Chairman................................................. Date..................

Secretary.................................................. Date..................

Revised 10/19