

# Insch Trail Running Club Privacy Notice



Insch Trail Running Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, ITRC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

ITRC take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full privacy notice carefully to see how The Club will treat the personal information that you provide to us. We will take whatever care is necessary to keep your information secure and to prevent any unauthorised access.

## **What we need**

Insch Trail Running Club caters for adult runners of all standards.

Insch Trail Running Club will be a "controller" of the personal information that you provide to us in our membership form / through the website and membership e-mail address etc.

When you register as a member of ITRC, or renew your membership, we will ask you for the following personal information:

- Name, address, e-mail address, telephone contact details, date of birth, SAL number etc.
- Any other Information which may be of benefit to the club.

## **Why we need your personal information – contractual purposes**

### *Option 1 – Members' personal data:*

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- Provide you with core member services, including key service purposes, for example, Race Entries, Weekly Update, licensing, voting notifications, etc.
- Share contact information with the Club for entering events
- Share personal data with Coaches on a need to know basis only
- Send you membership communications by post or email
- Processing of membership forms and payments
- Publishing of race or competition results

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

## **Why we need your personal information – legitimate purposes**

We also process our members' personal information in pursuit of our legitimate interests to:

- Promote and encourage participation in Athletics by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- Provide competition in Athletics by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- Asking our committee to nominate individuals for awards and all the various trophy winners
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Athletics. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [itrc.secretary@gmail.com](mailto:itrc.secretary@gmail.com). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

## **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;

## **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable adults.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

We publish the results of our competitions on our Facebook page. This includes competitors' name, club, age category, finish position and time taken.

## **How we protect your personal information**

Your personal information is stored on our electronic filing system and our server based in the UK, and is accessed by our committee members only for the purposes set out above. All details of information are password protected.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **How long we keep your personal information**

We will only keep our athletes' personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 3 years.

## **Your rights**

You can exercise any of the following rights by writing to us at [itrc.secretary@gmail.com](mailto:itrc.secretary@gmail.com)

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes;
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Insch Trail Running Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)