



CHORLEY ATHLETIC & TRIATHLON CLUB

run : jump : throw : bike : swim : walk : fun



Chorley

Privacy Policy

1.0 Introduction and why we need a Privacy Policy

- 1.1 The club is Chorley Athletic & Triathlon Club, known as "Chorley". Its contact details are contact@chorley-athletic-and-triathlon.org. It is run by an elected Management Committee which has responsibility for ensuring this policy is followed.
- 1.2 This policy explains when and why Chorley collects personal information about its members, how it is used, how it is kept secure, and our members' rights in relation to it. Chorley may collect, use and store members' personal data, as described in this Policy, and also when data is collected from members via the membership forms.
- 1.3 Chorley reserves the right to amend this Privacy Policy from time to time but all changes including any amendments will be agreed by the Management Committee and in the interests of the privacy of members' data. Details are shown on the website (<http://www.chorley-athletic-and-triathlon.org>).
- 1.4 Chorley will comply with the General Data Protection Regulations (GDPR) when dealing with members' personal data. Further details on the GDPR can be found at the website for the Information Commissioner's Office (www.ico.gov.uk). For the purposes of the GDPR we will be the Data Controller of all personal data that we hold about our members.
- 1.5 The types of information collected and the purposes for which that information is used, are shown in appendix A.

2.0 Chorley's website

- 2.1 Chorley's website does not collect information about users directly or indirectly through cookies. Messages can be posted on the message board and attributed to a named individual, but this data is not processed nor shared beyond the website itself.
- 2.3 Contact details and information regarding coaching qualifications and safeguarding, about individuals such as committee members and coaches, are published on the website with permission of the individuals, to ease communications for the club and provide information to members. This published information is not used by the club for any other reason.

3.0 How members' personal information is protected

- 3.1 All reasonable steps are taken to ensure that members' personal data and, in particular, sensitive data (eg. medical conditions) is treated and stored securely. We use generally accepted standards of technology and operational security in order to protect the data from loss, misuse or unauthorised alteration or destruction.
- 3.2 In the event of any breach of members' personal data, which might expose them to serious risk, we will notify the member(s) promptly.

4.0 Access to members' personal information

- 4.1 Chorley will never sell members' personal information nor share it with third parties without prior consent except where required to do so by law or as set out in this policy.
- 4.2 Members' personal information may be passed to third parties who are service providers to Chorley for the purposes of running the Club, for example membership administration software, sports governing bodies, entry and results services, national rankings services. However, Chorley will only disclose the personal information that is necessary for the third party to deliver the service on the members' behalf.
- 4.3 Chorley use due diligence to ensure that our service providers keep members' information secure and do not use it for their own purposes.

5.0 Keeping members' information up to date

- 5.1 Members are asked to review their data annually, at the time of renewal, and to make amendments to the data as necessary to keep it up to date. It is members' responsibility to advise the Club of changes to their data as detailed in the Club's Constitution.

6.0 Retention of members' information

- 6.1 Chorley hold members' personal information on its systems for as long as they are a member of the Club. After they have ceased to be a member, their data is held until we are satisfied that they no longer hold any Club property and are not likely to rejoin the Club. This period of time is estimated to be 4 years but will be reviewed regularly.

7.0 Members' rights

- 7.1 Members have rights under the GDPR:
- to access their personal data
 - to be provided with information about how their personal data is processed
 - to have their personal data corrected
 - to have their personal data erased in certain circumstances
 - to object or restrict how their personal data is processed
- 7.2 Members have the right to take any complaints about how we process their data to the Information Commissioner: <https://ico.org.uk/concerns>
Phone: 0303 1231113
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
- 7.3 Member have a right to ask any questions or make comments about this Privacy Policy and would do so by contacting Natasha Fellowes (tash.fellowes@talktalk.net).

Types of Information collected and Purposes for collection

Type of information	What it is used for	Legal basis of processing
Members' name, address, telephone number(s), email address(es)	<ul style="list-style-type: none"> • Managing the member's membership of the Club • Managing the member's UKA registration • Managing event entries and results • Managing & administering training sessions • Communicating information to members about Chorley business including club activities, club merchandise, membership renewals, social events, AGM 	<ul style="list-style-type: none"> • legitimate interests in operating the Club for the benefit of our members. • Consent. We will seek the member's consent on their membership application and renewal form. The member may withdraw their consent at any time by contacting us by email
Selected members' names	<ul style="list-style-type: none"> • Managing reciprocal training arrangements with other clubs 	<ul style="list-style-type: none"> • legitimate interests in operating the Club for the benefit of our members.
Date of birth / age related information	<ul style="list-style-type: none"> • Managing membership categories which are age related • Managing the member's UKA registration • Managing event entries and results • Managing & administering training sessions • Analysis & monitoring of club trends • Managing safeguarding 	<ul style="list-style-type: none"> • legitimate interests in operating the Club for the benefit of our members. • Protecting the member's vital interests
Emergency contact details	<ul style="list-style-type: none"> • Contacting next of kin in the event of emergency • Managing safeguarding 	<ul style="list-style-type: none"> • Protecting the member's vital interests
Gender	<ul style="list-style-type: none"> • Managing event entries and results • Analysis & monitoring of club trends 	<ul style="list-style-type: none"> • legitimate interests in operating the Club for the benefit of our members.
UKA number	<ul style="list-style-type: none"> • Managing event entries • Managing the member's UKA registration 	<ul style="list-style-type: none"> • legitimate interests in operating the Club for the benefit of our members.
Name of first claim club (if second claim member)	<ul style="list-style-type: none"> • Managing the member's membership of the Club • Managing event entries and results • Managing safeguarding 	<ul style="list-style-type: none"> • legitimate interests in operating the Club for the benefit of our members. • Protecting the member's vital interests
Relevant medical information	<ul style="list-style-type: none"> • Being informed in the event of an emergency • Managing & administering training sessions (reference for coaches training) 	<ul style="list-style-type: none"> • Protecting the member's vital interests
Photos and videos of members	<ul style="list-style-type: none"> • For Club's website, social media pages and using in articles in the press • Use as a coaching aid e.g. injury management • Managing safeguarding 	<ul style="list-style-type: none"> • Consent. We will seek the member's consent on their membership application and renewal form. The member may withdraw their consent at any time by contacting us by email.
Member's results	<ul style="list-style-type: none"> • Using them as a coaching aid 	<ul style="list-style-type: none"> • legitimate interests in operating the Club for the benefit of our members.
Member's attendance to training sessions / events	<ul style="list-style-type: none"> • Managing & administering training sessions • Safety of members 	<ul style="list-style-type: none"> • legitimate interests in operating the Club for the benefit of our members.