

## GDPR Policy

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### Opening Statement

It is the policy of Hyde Park Harriers (“the Club”) to take all necessary steps to ensure that personal data held by the Club about its members, prospective members and contacts is processed fairly and lawfully, and that the Club’s internal procedures are monitored periodically to ensure compliance.

Individuals will have the right to be informed of which data is collected and how it is stored. They will also have right to access, right to request changes, right to request deletion, right to restrict processing, right to data portability and right to object.

Where information requests are made by a third party, the Club will pass onto the third party only that information which is required in order to comply with legislative or competition requirements.

### Data we Collect

On becoming a member of Hyde Park Harriers, the membership secretary will collect the following information (either via the paper or web membership form) in order to register that person on the England Athletics Member’s portal:

- **Mandatory:** Title, Name, Gender, Full address including postcode, Contact details, Date of birth, Email address, Emergency contact, medical information.
- **Optional:** Nationality, First claim club and existing EA number (if relevant), Any coaching or leading qualifications and DBS expiry date.

Any prospective member is asked if they agree to their data being kept electronically by the committee.

These details are passed onto England Athletics in order for them to be able to register a new member. Members are also able to add additional information and update information via their online user profile.

The Club will also store names and email addresses only for non-members subscribed to our mailing list.

### Who this data is shared with:

The Club will share data with the following people/groups:

- England Athletics.
- The Club Committee.
- Club Championship Coordinator (Committee member) - name and DOB/genders where relevant for Road Age categories.
- Mailing list (managed by the Club Committee) - name and email address only.
- Coaches and Leaders - name, any medical information and contact information in case of emergency.

- Website listings - name only.
- Race entries - name and DOB/genders where relevant for Age categories
- Spond - name, email address, phone number (optional), DOB (optional) and address (optional)

## Storage of the data

Personal and Sensitive Information will be stored in:

- The England Athletics membership database, to which only the Membership Secretary and Club Secretary will have access.
- The Club's Google Drive, maintained by the Membership Secretary in a secure internet environment. All Club Committee will have access to this database for the purposes of their office and Club duties only.
- The "Hyde Park Harriers Running Club" Group on Spond, (further details below).
- From time to time, data may be downloaded to personal devices of the Membership Secretary or other committee members but this should be deleted as soon as possible following use.
- As far as possible, paper forms will be confidentially destroyed once information has been entered into the EA database / Club Google Drive

## Maintenance and keeping of the data

Members will have to re-complete the membership form or confirm their personal details with the Membership Secretary every year to ensure this is kept up-to-date.

All details will be removed after four years of membership lapsing in line with EA guidance. This includes the confidential removal of any paper applications or details.

## Use of Spond

The Club has introduced the use of Spond to monitor and track attendance at our sessions. Upon registration to the app, runners will have to enter their name and email address and can also enter their DOB, phone number and address. Members will have to consent to administrators using their data if required for ICE purposes and to track attendance at sessions.

Contact information entered on Spond is visible to all members by default, although members can choose to hide this, in which case, the information would only be visible to administrators (Chair, Membership Secretary and other committee members if necessary). Only run leaders and administrators can see ICE details and the Club Chair has authority to hide all members' information to everyone.