

Privacy Notice

August 2020

Wycombe Phoenix Harriers AC (WPH, the Club) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of:

- your membership (or membership for your child), including as a club volunteer;
- for members and non-members, your (or your child's) entry into events (including competitions) that the club organises or answering enquiries; or
- for non-members, your volunteering to help at events that the club organises, or your contact with the club about potential membership (for your or your child),

WPH is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

1. What personal data we hold on you

You may give us information about you (or your child) by filling in forms at, or for an event (such as our Induction Meetings) or online, or by corresponding with us by phone, e-mail, our website contact forms, social media or otherwise. This includes information you provide when you register with the Club. The information you give us may include your (or your child's) name, date of birth, address, e-mail address, phone number(s), EA registration number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information and other contact data (to enable us to contact you in the event of an emergency). Please note that Health Information is classed as special category personal data.

2. Why we need your personal data

The reason we need your Athletics Data and the health and contact data is to be able to administer your membership or your participation in an event and provide the membership and event 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 or participant in an event to provide the services for which you are registering.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations), England Athletics and other competition providers for event entry and you should refer to their privacy policies for how they will manage and share your data.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority, England Athletics;
- analysing anonymised data to monitor club trends; and
- sending club survey(s) 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 or invitation to social events;

- request for volunteers and officials at events;
- club newsletter detailing club activity and important club information (see below); and
- publishing of race and competition reports and results.

Marketing communications (where separate consent is provided)

- sending information about selling club kit, merchandise or fundraising; and
- sending information about promotions and offers from sponsors.

Entering events organised by the club

- processing of entry forms and payments;
- publishing of race and competition reports and results, including to England Athletics and the Powerof 10; and
- request for volunteers and officiating duties.

Club Website

Visits tracking

Like most websites, our club website uses Google Analytics to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although Google Analytics records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. Google Analytics also records your computer's IP address which could be used to personally identify you but Google do not grant us access to this. We consider Google to be a third party data processor.

Google Analytics makes use of cookies, details of which can be found on Google's developer guides.

Our blog

We have disabled the ability for users to add comments on our blog posts by default. We therefore do not collect or store any personal data from our blog.

Contact forms and email links

Should you choose to contact us using the contact form on our [Contact us page](#) or through one of our other webforms (for, e.g. entry into one of our events) data you supply will be collated into an email and sent to us.

For data related to an event, we will store your information on the website database for 1 month after the end of the event. For other contact forms, we will only store this data temporarily on the website database and it will be deleted from the website database within 6 months.

Should you choose to contact us using an email link instead, none of the data that you supply will be stored by this website. Instead the data will be collated into an email and sent to us.

Special Category Health Data

Any special category health data we hold on you or your child (if you are registering on behalf of your child) is only processed for the purpose(s) of passing on initial health data to coaches to allow the safe running of training sessions. 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. It your responsibility to update your (or your child's) coaches on a regular basis with any changes to your health that may affect your safety whilst training.

Non-members Taster Sessions

On occasion we may collect personal data from non-members for other reasons (e.g. such as from non-member participants attending any of our free trial training sessions and who are requested to fill in a health disclaimer or form at a taster event). This information will be stored for 6 weeks after the event and then destroyed securely if no 'joining decision' is received. 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.

Social Media

The club has the following social media pages e.g. Facebook, WhatsApp, Twitter, Instagram, Band. 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.

Club Management Emails

We currently send club management and event management information on email via [MailChimp](#) who provide us with email services. We consider MailChimp to be a third party data processor. We gather statistics around email opening and clicks using industry standard technologies to help us monitor these emails.

We use this email service to provide the membership and event services you are signing up to when you register with the club

Your email address will remain within MailChimp's database in line with our data deletion policies. If you unsubscribe from the email using the unsubscribe links you will not receive club or event information and we will ask you to resubscribe if you are still a member or participating in an upcoming event.

3. Who we share your personal data with

When you (or your child) become(s) a member of the Club, you (your child) will also automatically be registered as a member of England Athletics Limited. The Club 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 (or your child's) MyAthletics portal. You can set and amend your (your child's) privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your (your child's) personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org.

Please be aware that should you (or your child) ever wish to compete in athletics (your sport), you (or your child) have to be registered with England Athletics Limited.

The Club does not supply any personal data it holds for this purpose to any third party other than those listed in this document

Other than explicitly stated in this document, the Club does not store or transfer your personal data outside of the UK.

The Club's data processing may require your (your child's) personal data to be transferred outside of the UK for the purpose of cloud hosting data storage e.g. on MS One Drive, Dropbox. 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.

Club Website

About The Club Website's Server

The club website is hosted by Siteground within a UK data centre.

Siteground implements High-end physical security in their data centres : All facilities are well protected by 24x7 human security, biometrics, access control man traps, bullet proof lobbies and video surveillance. (source: Siteground)

All traffic (transferral of files) between this website and your web browser is encrypted and delivered over HTTPS.

Third Party Links

The club website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

How long we hold your personal data

For members

We will hold your personal data on our club membership and administrative systems for as long as you are a member with the club. You will be asked to update your (or your child's) Athlete Data every year on renewal of your (your child's) annual membership with the club. It is your responsibility to ensure personal is updated on receipt of our request and also as soon as your personal data changes e.g. moved house, changed phone number. This is to be updated on the England Athletics MyAthletics portal. If you have trouble logging on to the MyAthletics portal, please contact England Athletics Membership Services who will be able to help resolve your logon on issues.

Any personal data we hold on you (or your child) will be securely destroyed after four years 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.

For Non-members entering or helping at an event organised by the club

We will hold your personal data on our club administrative systems for up to two years after an event, in order to help with any queries or questions, after which any personal data we hold on you (or your child) will be securely destroyed Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject, you may have the right at any time to: request access to your personal data; 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.

A subject access request form is available under Club Policies list on the Club Documents page of the club website (<https://wycombephoenix.org/about/club-documents-2/>)

As a data subject you are not obliged to share your personal data with Wycombe Phoenix Harriers & AC. However, if you choose not to share your personal data with us, we may not be able to register or administer your membership or enter you into events or answer your enquiries.

Changes to this Privacy Notice

This Privacy Notice was last updated on [20th] July 2020 and will be reviewed again in July 2022.