

## Data Protection and Storage Policy

RHAC adheres to the principles and requirements of the GDPR update to the Data Protection Act in general and in the following specifics:

**Personal data collected:** when you apply for membership, express an interest in joining the club, or apply for a RHAC-provided course or event, we collect personal information which may include your name, address, date of birth, gender, email address and phone number(s) and England Athletics Registration Number (if applicable). [in the case of under-18 athletes, some of this data may apply to the parent or guardian]

In addition we may invite you to tell us your parent or next of kin, and any medical or disability information you feel relevant.

RHAC does not collect financial data other than the fact of payment.

**Data lifetime:** the collected membership data will be retained as long as you continue in membership.

Collected interest register or application data will be retained until such time as the interest or application has been resolved or declared ended.

Couch-to-5k data will be retained until 2 months following the course completion.

In the case of online entry to events that we organise, your data will be kept until one month after the event completion.

**Data Accuracy:** we will keep membership data up to date provided we are notified of any changes arising, and will provide an online system for you to personally check your data and edit as appropriate.

We will invite you to verify the continued accuracy of your data on membership renewal.

**Data storage, use and access:** your membership data will be processed and transmitted securely and stored securely encrypted in a proprietary SQL database.

Your data may be used by **RHAC officers/officials** for contact purposes to convey important information or requests concerned with the running of the club and so as to enable their particular function (eg membership secretary).

Your email address will be used for club communications and by the official club email newsletter, which is a publication sent to over-17 members (or parents of young athletes if they opt in) carrying important information and messages for the benefit of the club and its members (you can at any later time unsubscribe from this newsletter).

**Club Coaches and Club Welfare Officers:** your data will be available to appropriate club coaches and CWOs so they have emergency information for your welfare.

**Team Managers:** your data will be shared with team managers so they can enter you in club teams for events. We will use email, telephone and SMS to contact athletes or the parents of young athletes.

We will not use your data for marketing purposes, and will not pass on any details to third parties other than as described in this document.

### Data usage and sharing

England Athletics (EA): we will share some of your data with EA (the governing body) for licencing purposes\*\*.

Athletics Administration: Your data will be shared with the league administrators for leagues you compete in, County, Area and National competition secretaries / administrators - if you are invited / selected to compete for representative teams.

\*\* When you become a member of, or renew your membership, with Rotherham H&AC you can also choose to be registered as a member of England Athletics (you will have to register with England Athletics if you ever compete for the club and are aged 11 or over). If you consent to this, we will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called myAthletics). England Athletics will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).