

Privacy Statement

Summary

Colwyn Bay Athletic Club take the protection of the data that we hold about our athletes, volunteers, coaches and officials 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.

Data Protection Policy

1. Introduction

GDPR is an important change in government legislation regarding data protection and stands for The General Data Protection Regulation. It effectively provides an update to the Data Protection Act, bringing in new requirements and increasing the penalties for breaches. Any organisation that is required by law to comply with GDPR must do so by the 25th May 2018 at the latest.

As a member of the club, Colwyn Bay Athletic Club needs to hold and use information about you for the purposes of your membership. Much of this information is “personal data” and “sensitive personal data”, as these terms are defined in the GDPR. Accordingly, we are obliged to comply with the requirements of the GDPR. This policy is to provide you with information regarding those requirements and your responsibilities and rights under the GDPR.

2. Data Protection Principles

Under the DPA, Colwyn Bay Athletic Club is required to ensure that it your personal data is:-

- processed fairly and lawfully;
- processed only for specific purposes;
- adequate, relevant and not excessive;
- accurate and kept up to date;
- kept for no longer than is necessary;
- kept in accordance with your rights; and
- kept securely.

In essence, this means that we aim to tell you what information we hold about you, why and for what purpose we hold it, from whom we have obtained it and to whom we will disclose it. We also aim to ensure that all your personal data is up to date and held securely.

3. Personal Data

Personal data is information which relates to an individual who can be identified from that information, whether or not in conjunction with any other information.

Colwyn Bay Athletic Club will hold, use and otherwise process personal data relating to you for any purposes which reasonably arise out of and/or in connection with your membership, including without limitation, for the following purposes:

Training and competition entry:

- Share data with club coaches or officials to administer training sessions
- Share data with club team managers to enter events
- Share data with leagues, county associations (and county schools' associations) and other competition providers for entry in events

Funding and reporting purposes:

- Anonymised data shared with a funding partner as condition of grant funding e.g. Local Authority
- Anonymised data analysed to monitor club trends

Membership and club management:

- Processing of membership forms and payments
- Share data with committee members to provide information about club activities, membership renewals or invitation to social events
- Publishing of race and competition results
- Website management

4. Sensitive Personal Data

In addition, Welsh Athletics, as our Governing body may hold, use and otherwise process sensitive personal data which relate to you for any purposes which reasonably arise out of and/or in connection with your registration / affiliation with Welsh Athletics.

Sensitive personal data is, according to the GDPR, personal data which consists of the following: -

- your racial or ethnic origin;
- your religious or similar beliefs;
- your physical or mental health or condition;
- your sexual orientation;

5. Obligations

5.1 Obligations relating to your Personal Data

In agreeing to your terms and conditions of membership with Colwyn Bay Athletic Club, as per the following statement:

“When you become a member of or renew your membership with Colwyn Bay Athletic Club you will automatically be registered as a member of Welsh Athletics. We will provide Welsh Athletics with your personal data which they will use to enable access to an online portal for you (called myATHLETICS). Welsh 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)”.

you have explicitly consented to both Colwyn Bay Athletic Club and Welsh Athletics using and otherwise processing personal data and sensitive personal data relating to you for all purposes reasonably arising out of your membership with Welsh Athletics including the purposes specified above.

Such data shall only be kept for as long as we deem necessary, in accordance with the attached guidelines.

We are required to ensure that all personal data and sensitive personal data which we hold is accurate and, where necessary, kept up to date. In order to enable us to comply with this obligation, you are required to immediately notify us and Welsh Athletics of any changes to your personal details including, without limitation, any changes to your name, address and emergency contacts.

5.2 Obligations relating to the Personal Data of Others

Consent may need to be obtained from the individual whose personal data is being processed by us: for advice in specific circumstances please check with the Club Secretary. When processing sensitive personal data it is essential that the individual who the sensitive personal data is about has given explicit consent to the processing. We cannot assume that consent has been given and we must check that there is written consent which applies to the particular case. Where there is no written consent, it should be requested from the appropriate individual.

In the course of our duties, we may be required to process personal data which relates to other individuals. We are required to comply with the data protection principles set out above and with any specific instructions given to us regarding such personal data.

In particular, we must not, save in the proper performance of our duties during your membership, make use of, divulge or communicate to any person (including any person working for or with Welsh Athletics) or any organisation, company and/or firm, any personal data or sensitive personal data relating to any third parties, including without limitation the following:-

current and former committee members, coaches, volunteers, athletes, officials.

Breach of this requirement will be treated very seriously and where appropriate disciplinary action will be taken against the individual/s. We should also be aware that in certain circumstances by making an unauthorised disclosure of personal data we will be committing a criminal offence.

6. Members Rights

On certain grounds, you are entitled to prevent Colwyn Bay Athletic Club from processing information or require that processing is stopped if the processing or the purpose for which the data is processed is causing or is likely to cause substantial damage or distress to you, or another, and that damage or stress is, or would be, unwarranted.

If you consider that the processing of your data will cause damage or distress, you should notify the Club Secretary. We will respond to you within 21 days confirming that the data will not be processed, or providing reasons why preventing the processing of personal data would be unjustified.

The GDPR gives members certain rights in connection with personal and sensitive personal data which relate to them. In particular you are entitled to make a subject access request and (subject to certain legal exemptions) to receive copies of your personal data which we hold.

If you wish to exercise this right, you must make a request in writing to the Chairman. Any Subject Access Request received must be responded to by the club within one calendar month.

If, on investigation, it is found that personal data is inaccurate, you are entitled to have the inaccurate data removed or corrected. You will receive written confirmation that this has been done where appropriate.

7. Breaches

Under GDPR we will have 72 hours from being aware of a breach to report it to the Information Commissioners Office (ICO). For example, if a membership secretary holds the membership data on their laptop and it is not encrypted and gets stolen- the data is now at risk and a breach would have to be reported.

8. Responsibility

To ensure best practice and that personal data is held securely, we will ensure also that electronic documents are encrypted, and password protected and that they are backed up on a regular basis. We will also make sure that our volunteers can identify when a breach has happened and that they know what they should do and who they should talk to.

9. Revision of Policy

This policy is not intended to be contractually binding. Colwyn Bay Athletic Club reserves the right to amend and/or withdraw this policy from time to time for any reason, including without limitation, to take account of changes in the law, best practice and/or club operational requirements.

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