

## **HI Runners Privacy Policy**

### **Introduction**

HI Runners ("we", "our", "us") take the protection of the data that we hold about 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 UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018 (Data Protection Legislation) .

Please read this privacy policy carefully to see how we will treat the personal information that you provide to us either when using the website ([www.hi-runners.co.uk](http://www.hi-runners.co.uk)), and in other circumstances when we collect data from you (including via email). We will take reasonable care to keep your information secure and to prevent any unauthorised access.

The website is maintained by HI Runners. For the purposes of data protection legislation, HI Runners is the data controller.

This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

### **The information we collect about you (your "Athletics Data")**

We may collect the following information about you through our website or other means:

- Your name, email address, postal address and any other information you voluntarily provide to us.
- In becoming a member of the club, we may collect certain additional information about you such as your date of birth, gender, URN number, telephone number and any medical conditions.
- Your IP address (which is a unique identifier that computers and devices used to identify and communicate with each other) which is automatically recognised by the web server.

### **How we use your information**

We may use your personal information for several purposes, including:

- To administer your involvement in the running club
- To fulfil a contract with you if you become a member of the club
- To notify you about important updates and information about the membership or service you have paid for
- To deal with your requests and enquiries
- To contact you for reasons related to your enquiry
- To use your IP address to monitor traffic and gather browsing behaviours of visitors to our websites. We will not use your IP address to identify you in any way

We may take photographs of you at events to use on social media, on our website or in other marketing communications. This helps us show prospective members what we provide and to promote the running club.

## **Our legal bases for processing your information**

HI Runners' key purpose is to encourage and enable participation in running at all levels and to enable our members to develop and fulfil their potential by creating and supporting training opportunities.

Therefore, we will process your information on the basis of legitimate interest of administering your involvement in running with the minimum of bureaucracy and volunteer time.

## **To administer your involvement in HI Runners**

- Ensuring compliance with the current Rules and Regulations of the club
- Providing relevant and necessary information via email, text and post to you, including the following:
  - o Changes to rules and regulations
  - o Updates to advice and guidance relating to specific roles held within the club

## **Sharing data**

If you become a member of HI Runners, we may share your Athletics Data with the following bodies as part of the administration of your involvement in the sport and for purposes of delivering the tasks outlined above:

- England Athletics
- UK Athletics

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose, we will ask for your consent.

## **Protecting your information**

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information. We also protect the security of your data using Secure Sockets Layer (SSL) encryption technology.

## **Surveys**

We may carry out surveys using a third-party provider. We will not transfer any data to a third party for research purposes. In each survey, we will clearly tell you what data we are collecting and provide a link to terms and conditions for any incentives offered to take part in that survey. We do not link any other information about your browsing activity with the survey data, which is stored separately. All survey data will be anonymised unless clearly stated.

### **Third Party Links**

Our website and Facebook group may, from time to time, contain links to and from the websites of other athletics and running organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Your rights**

#### **Finding out what information HI Runners holds about you**

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called data subject access requests. If you would like to make a subject access request, please contact us at [HI-Runners.co.uk](mailto:HI-Runners.co.uk)

We reserve the right to ask you to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any about the source or location of the information you are requesting.

#### **Right to be forgotten**

In certain circumstances you can request us to delete all information we hold which identifies you. You can make this request at any time by emailing but please note we may be compelled to maintain your information due to specific legislative or regulatory requirements.

#### **Data corrections**

You have the right to require us to correct any inaccuracies in your data. You can also exercise this right at any time by contacting us at and:

- providing us with enough information to identify you; and
- specifying the information that is incorrect and what it should be replaced with.

#### **Data portability**

You have the right to request a copy of your personal data for you to reuse for your own purposes across different services. You can also exercise this right at any time by contacting us.

#### **Data retention**

Any data that we collect from you will be deleted in accordance with timescales set out below:

<b>Type of Information</b>	<b>Date of Deletion</b>
<b>Athletics Data</b>	Four years after an individual's most recent membership expires.
<b>URN, name and date of birth</b>	This information will be anonymised after the four-year period referred to above.