GDPR and Information Security Statement

We as a club have access to or hold **two** key information sources on you.

Group Email List

We create and maintain a mailing list of your email addresses inside a Mailchimp that we use to send out group emails. This full list is only accessible by our webmaster Adrian Craven and we make sure to hide your email addresses in any group emails we send out.

All security on this email list is managed by Mailchimp.

Only the committee members can send emails out to the all-members email group.

You can unsubscribe from this email at any time (but then you will miss out on important club information cascades)

Membership Information

England Athletics create and maintain a database of all registered athletes – certain members of Snaith & Cowick Running Club have access to our members data via the England Athletics Portal. The England Athletics portal hold information on our First Claim, 2nd Claim, Life and Social Members.

Portal URL: https://myathleticsportal.englandathletics.org/

The current members of Snaith & Cowick Running Club that have access to this data are as follows:

- Adrian Craven (Club Chair) – To allow him to fulfil his roles as Chair and Data Security Officer
- Helen Craven (Secretary and Membership Secretary) – In order to process membership renewals and address any membership or payment queries
- Mark Allitt (Club Treasurer) – As part of his Treasurer role to validate payment invoices against membership renewals

To fulfil GDPR requirements regarding access to your data – you can see the information that England Athletics hold on you (and that we have access to parts of) at any time.

You can do this by logging onto the portal using your England Athletics number (that we can provide you) and a password that you set yourselves.

Currently England Athletics gives us access to the following information, and we will see all fields that you have filled in when you joined.

- Title
- First Name
- Last Name
- Date of Birth
- Gender
- Address and Postcode
- Home Telephone
- Work Telephone
- Mobile Telephone
- Emergency Telephone (Primary and Secondary)
- Emergency Telephone (Primary and Secondary) Relationship To You
- Membership Type
- Membership Expiry Date
- Payment Status – (Paid, Requested, Expired)
- DBS status (for those of you that have a coaching qualification)
- Other Running Qualifications you may hold
- Volunteer Roles you may have

We do not have access to certain Equality and Diversity Fields that you may have completed

- Birth Gender
- Ethnicity
- Nationality
- Religion
- Disability
- Sexual Orientation

How We Use Your Data

We use your data to maintain an up-to-date email list for communication purposes.

We additionally use this data to check eligibility for you all to enter Club competitions – for example we check your date of birth when we are entering teams for events that have a minimum age.

For Run Leaders we use the data to check that they are still fully qualified and have an up-to-date DBS and Safeguarding cover.

We use the data to identify who are and who are not members – for example you may not know that only paid up Snaith & Cowick Running Club members can race in Snaith & Cowick Running Club colours.

Knowing who is and who isn't affiliated to the club will allow us to protect our brand and ensure fairness in events like the Club Ballot for the London marathon.

To that end when you join Snaith & Cowick Running Club you by default grant us permission to recognise you as a member of our club and to allow us to share that membership status as necessary to facilitate smooth and effective running of the club.

We will not publish a full list of our members on any open forum (and this includes our Facebook or Instagram group) – however we will welcome new members to the club on this platform and use it to share member successes, pictures and stories. Any information posted on these group or on any of our social media channels can be removed if requested by the party directly mentioned / involved.

We do not share your data with any third parties or for marketing purposes.

The only important distinction to make is if you have given details to other members for personal reasons – such as your telephone number or address etc then this is outside of our "data security" remit and does not form part of our Data Security remit.

Storing Data

England Athletics hold data on all active members and additionally maintain an archive view for up to 4 years after a runner becomes "inactive" (in case they want to re-join). Any queries on how England Athletics use and store your data should be made directly to them.

For the data that we have access to we will resign (removing from the data we have access to) any members that haven't paid in the previous membership year – for example if you were a member in 2019 / 2020 but did not renew in 2020 / 2021 then we will remove your details before the start of the 2021 / 2022 year.

If any "inactive" or leavers want their details to be removed quicker than this – we can manually resign them. Requests to be resigned need to be made in writing to myself as Data Security Officer and Chair on "adrian@snaithandcowickrunningclub.uk"

Please note this will not remove you completely from the England Athletics database just on the view that we have access to.

What We Need You To Do

Please ensure that you can access and have up to date details stored in the England Athletics portal as this is our single source of the truth on all of you. Ensuring this data is accurate will facilitate the smoothest possible running of the club and our interactions with you all as our members.

For any further information or queries please contact, chair@snaithandcowickrunningclub.uk