

# Lymm Runners

## Privacy Policy

### **In Summary:**

Our website has an online form for membership applications and provides email addresses where you can contact us. This means we *have* to publish a Privacy Policy, explaining what data we may collect, what we need it for and what we do with it.

**Lymm Runners collect only the data we need to conduct a running club. We follow best practice on handling and storing it, and we don't share it with anyone else unless we are obliged to or permitted to by law.**

*And now all the details...*

### **Introduction**

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

Lymm Runners is the owner of [www.lymmrunners.org](http://www.lymmrunners.org) and we are committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation).

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**

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

- Your name, date of birth, gender, email address, address, telephone number, emergency contact data nominated by you, and (for our coaches, leaders and club officials), details of any coaching or officiating licenses you hold. Collectively, this is referred to as your Athletics Data.

We may collect the following information about you via email (solely to enable the print and supply of individual 'In Case of Emergency' (ICE) bands):

- Your name, an emergency contact number, and any health or allergy information you wish to record.

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### How we use your information

Depending upon the nature of your request to us we may use your personal information for a number of purposes, including:

| You email an enquiry                                                                                                                                                                                                                                                                                                                                                                                   | You apply for membership                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>We may use your personal information to:</p> <ul style="list-style-type: none"> <li>• Contact you with a response to your enquiry.</li> </ul>                                                                                                                                                                                                                                                       | <p>We may use your personal information to:</p> <ul style="list-style-type: none"> <li>• Process your membership request and payments.</li> <li>• Share data with committee members.</li> <li>• Provide you with information about club sessions, competitions, activities, membership renewals, social events and key policy or governance changes.</li> <li>• Share and publish race and competition results.</li> <li>• Invite you to join the Lymm Runners closed Facebook group.</li> </ul> |
| You request a printed ICE band                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>We may use your personal information to:</p> <ul style="list-style-type: none"> <li>• Process your request</li> <li>• Share with ICE band printers, Hellermann Tyton to fulfil the order</li> <li>• Note that once your order is processed Lymm Runners and Hellermann Tyton will not retain your data.</li> </ul>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| You participate in club events (training and/or races, fun runs etc.)                                                                                                                                                                                                                                                                                                                                  | You participate in club team events e.g. cross-country league.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>We may use your personal information to:</p> <ul style="list-style-type: none"> <li>• Share data with club coaches or officials to administer training sessions / events.</li> <li>• Share <b>anonymised</b> data with a funding partner as condition of grant funding e.g Local Authority, County Sports Partnership.</li> <li>• Analyse <b>anonymised</b> data to monitor club trends.</li> </ul> | <p>We may use your personal information to:</p> <ul style="list-style-type: none"> <li>• Share data with club captain / team managers to enter events.</li> <li>• Share data with leagues, county associations and other competition providers for entry in their events.</li> </ul>                                                                                                                                                                                                             |
| Event Marketing Communication (where separate consent is provided)                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>We may use your personal information to:</p> <ul style="list-style-type: none"> <li>• Send you information about our organised race events</li> </ul>                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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### Our legal bases for processing your information

We will process your Athletics Data (Athletics Data is defined in our Privacy Statement) on the basis of the following legitimate interests:

- To record your club membership and membership payment / renewal.
- Anonymised, attendance data may be supplied to Active Cheshire and/or Warrington Livewire (Regional partners of England Athletics and distributors of funding for Sport England).
- If you request to become a registered athlete with England Athletics, we will share your Athletics Data with them.

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.

When we collect information from you, we will tell you if we would like to send you information about our club-organised events.

Under certain conditions, Lymm Runners may be required to share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.

### Protecting your information

- 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.
- As a local club managed entirely by volunteers, the data that we collect from you is transferred via email over public networks. This means it will be held on various email file servers used by the club committee and key club communicators.
- Your data is held in protected folders within the cloud (Google Drive and/or Dropbox). This storage has inbuilt security and access to stored data is restricted. Access is controlled by the management committee. Where practicable, we protect your data via encryption.
- 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.
- We will not transfer your data outside of the European Economic Area.
- A PII (Person-Identifiable Information) data map and risk assessment is available from [Compliance@lymmrunners.org.uk](mailto:Compliance@lymmrunners.org.uk).



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### England Athletics

If you have chosen to register with England Athletics (EA) Lymm Runners will provide your Athletics Data to them. EA will use your data 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)

### Eventbrite

Some Lymm Runners events are promoted and booked using Eventbrite. This is a third-party service that is not owned or managed by Lymm Runners. Eventbrite have their own terms and conditions, and privacy policies. They are committed to ensuring compliance with European data protection requirements. For further details, please refer to the Privacy Policy available from the Eventbrite website.

### E-newsletter

In future, we may use a third party provider to deliver our club e-newsletter.

### Surveys

Periodically we will seek your views on club activities or club development using a third party provider, Survey Monkey ([www.surveymonkey.com](http://www.surveymonkey.com)). When we collect your personal data (as part of membership application or renewal) we will ask you for your consent to participate in our surveys. If you have provided consent to participate, we will transfer your data to Survey Monkey for these purposes only. 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.

### Service and Marketing messages

If you are not a current member and currently receiving unwanted communications from Lymm Runners please let us know by contacting [Compliance@lymmrunners.org.uk](mailto:Compliance@lymmrunners.org.uk).

### Finding out what information Lymm 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 subject access requests. If you would like to make a subject access request, please email: [Compliance@lymmrunners.org.uk](mailto:Compliance@lymmrunners.org.uk).

You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting.

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### Data Retention

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

| Type of info                            | Date of deletion                                                                                                                                            |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Athletics Data                          | Three years after an individual has not renewed their membership.                                                                                           |
| Printed ICE band data                   | Not retained after order fulfilment                                                                                                                         |
| Published race results and Club Records | Indefinitely<br>Note: race results are published and freely available online from many sources. Lymm Runners cannot manage data controlled by third-parties |

### Website Cookies

#### What are cookies?

A cookie is a piece of text that a website transfers to your computer's hard disk in order to remember who you are. Cookies interact with your computer and our website faster and easier by remembering the registration details and preferences from previous visits. Typically, a cookie will contain the name of the website from which the cookie has come, the lifetime of the cookie and a value. The use of cookies does not give us access to the rest of your computer and only the site that created the cookie can read it.

The Lymm Runners website is created and published via WordPress and certain cookies are an essential requirement of using the WordPress platform. The WordPress Privacy Policy is available online: <https://wordpress.org/about/privacy/>

The cookies used on the Lymm Runners website do not track your Internet usage after leaving our website and do not store your personal information. They will not be used in connection with any other information to identify you in any way.

By continuing to use this site you consent to the relevant cookies being set on your device.

#### Automatically collected access information

The following is general information about cookies. They collect

- Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using; and the date and time of access.
- Nonessential technical information: the Internet address of the web site from which you linked directly to our web site, and the "cookie information" described below.

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We use the following types of cookies:

1. Session cookies – these are temporary cookies that remain in the internet browser's folder of your computer until you close the browser. Our website uses a session cookie which is stored in your browser until you close it to ensure connections to our servers are distributed evenly to provide optimal performance.
2. Persistent/Permanent cookies – these remain in the internet browser's folder of your computer for longer than the time you are visiting this website. We need to use a cookie to remember your refusal of our use of cookies. This cookie does not store any other information and is not used for any other purposes. If you delete your browsing history including cookies you will delete this cookie and will therefore need to readjust your browser setting again.
3. Analytical cookies – Lymm Runners Wordpress website uses Google Analytics (third party cookie). They are used for the following purposes:
  - a cookie to record the time of your: first visit to website; most recent visit and your current visit
  - a cookie to record how long you stayed on the website
  - a cookie to manage the number of requests from the current page to other site resources .

### Can I opt out of cookies?

Lymm Runners will not use cookies to collect personally identifiable information about you. Yes you can restrict or block the cookies which are set by our websites, and you can do so by accessing your Internet browser settings. The 'Help' function within your browser should tell you how.

For general information about cookies and how to disable them, please visit:

<http://www.aboutcookies.org> or <http://www.allaboutcookies.org>

However, please be aware that restricting cookies may impact on the functionality of the websites you visit. For information on how to manage cookies on a mobile phone, games console or internet-enabled television, you should refer to the operations manual specific to each device. To opt out of any third-parties using cookies where data about your interaction with our website is collected, please refer to their website for this information.

### Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in March 2019.