

## Ilkley Harriers AC Data Protection Policy and Privacy Statement



### Data Protection Policy

Our data protection policy sets out our commitment to protecting our members' personal data and how we implement that commitment with regards to the collection and use of personal data.

#### We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting our legal obligations as laid down by the Data Protection Act 1998
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfill legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all club officers are made aware of good practice in data protection
- Providing adequate training for all staff responsible for personal data
- Ensuring that everyone handling personal data knows where to find further guidance

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- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club

### Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

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### **Privacy Statement**

Ilkley Harriers AC (The Club) is committed to protecting your privacy, and takes its responsibilities regarding the security of user information very seriously. This Privacy Statement sets out how Ilkley Harriers AC complies with both UK and European Union data protection requirements.

The information you have provided to The Club by means of a membership application form is stored on a password protected web-server database for the purposes of recording race results, writing to your home address with club correspondence, and distributing club emails relating to renewals, forthcoming races, or official club events. We will also use your contact details in an emergency situation. Only members of the Ilkley Harriers Committee have access to your personal information. We will never divulge your contact details (such as email address, telephone numbers, or home address) to any other party without your prior consent. In other words, even if another member requests your details, we will first contact you to ask for your authorisation before passing on any information.

Under the Data Protection Act 1998 you may request details of personal information which we hold about you. If you would like a copy of the information held about you please contact the Membership Secretary. If you think we hold incorrect information please contact the Membership Secretary.

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### Photographs & Running Results

Photographs are often taken of Ilkley Harriers taking part in running events. The photographs are used by The Club on our website, and in club publicity and promotion.

Results – including full names – of Ilkley Harriers who have taken part in races and running events are normally posted on our website. Please be aware that when you participate in any sporting event, your results will be published on the organiser's site and numerous other race results sites. In many cases photographs are posted with runners and individuals are identifiable.

### Opting Out

If you are unhappy about the use of your data or photographs as described in this statement please notify the Membership Secretary with your concerns.