



Grantham Running Club Privacy Notice

Grantham Running Club ('GRC' or 'Club') is committed to protecting and respecting your privacy. The Club ensures that it processes personal information in compliance with all relevant UK data protection legislation including the UK General Data Protection Regulation ('GDPR') and Data Protection Act 2018 ('DPA').

This privacy notice ('PN') explains when and why we collect personal information about our members, participants in events run by the Club or people visit our website (<http://www.granthamrunningclub.co.uk>), how we use that information, the conditions under which we may disclose it to others and how we keep it secure.

We may change this PN from time to time so please check this page occasionally to ensure that you're happy with any changes. The Club will make best endeavours to ensure that it communicates to data subjects when any changes have been made.

As a data subject you are not obliged to share your personal data with the Club, however, if you choose not to share your personal data with us we may not be able to register or administer your membership, or race and competition entries.

Any questions regarding this PN and our privacy practices should be sent by email to secretary@granthamrunningclub.co.uk or by writing to GRC Data Protection, P.O. Box 6628, Grantham, Lincs, NG31 8TR.

Who are we?

We are Grantham Running Club ('GRC', 'the Club'), a community running club from Grantham, Lincolnshire. We are a road and cross country running club for all abilities of adults.

GRC is affiliated with England Athletics and UK Athletics and the Club conforms to national and regional policies and procedures, which includes all [UK Athletics](#) policies and codes of conducts: [England Athletics](#). The registered address for Grantham Running Club is P.O. Box 6628, Grantham, Lincolnshire, NG31 8TR.

How do we collect information from you?

The Club obtains information about you in the following circumstances:

- When you submit it to us, for example, via membership forms or event registration
- When you write to us, whether by letter, email, SMS, website forms, social media or other form of written communication
- When supplied to us by third parties and partners such as England Athletics or UK Athletics.

What type of information is collected from you and how is it used?

The personal information we collect depends on why we've collected it. The table below describes the most frequent types of purposes. If we process your information for a purpose other than those listed in the table below, we will provide you with a separate Privacy Notice when we collect the data.

Purpose of Processing	Types of Data Collected/ Retention Period	Legal Basis for Processing	Retention Period
Administering Club membership <ul style="list-style-type: none"> • processing of membership forms and payments; • sharing data with committee members to provide info about club activities, membership renewals or invitation to social events and GRC-organised races; • Members' surveys • Analysing anonymised data to monitor club trends 	<ul style="list-style-type: none"> • Contact details (name, address, email address, telephone number) • Medical information as required by England Athletics or other official sports bodies • Payment information • Consents for use of personal data (processing of personal data that is not necessary to operate the contract between you and the club, but which are useful to have) 	<p>Contract between you and GRC</p> <p>Explicit Consent is the additional processing condition for processing medical information.</p> <p>Consent is the legal basis for processing any additional permissions for the use of personal data</p>	<p>This information is held for a period of four years after the end of the current membership year.</p> <p>Payment information is held for a period of six years after the end of the current financial year as required by law.</p>



Purpose of Processing	Types of Data Collected/ Retention Period	Legal Basis for Processing	Retention Period
Administering officials and coaches information	<ul style="list-style-type: none"> • Contact details (name, address, email address, telephone number) • Medical information as required by England Athletics or other official sports bodies • Qualifications and DBS checks • Payment information 	<p>Contract between you and GRC</p> <p>Explicit Consent is the additional processing condition for processing medical information.</p>	This information is held for a period of six years after the end of the current membership year.
Races, competitions or training run by the Club: <ul style="list-style-type: none"> • sharing personal data with coaches or officials to administer training sessions; • sharing personal data with team managers to enter events; • sharing personal data with chip timing companies where relevant • publishing of race and competition results and sharing of such information with the press (note press organisations will be data controllers in their own right: you should view their PNs) 	<ul style="list-style-type: none"> • Contact details (name, address, email address, telephone number) • Medical information as required by England Athletics, other official sports bodies and competition providers • Sporting achievements • Payment information 	<p>Contract between you and GRC, which includes any onward sharing of data to parties such as EA and chip timing companies</p> <p>Explicit Consent is the legal basis for processing medical information.</p> <p>Legitimate Interest is the legal basis for publishing race and competition results and sharing information with the press.</p>	<p>This information, excluding achievements, is held for a maximum of one year after the after the end of the current membership year.</p> <p>Payment information is held for a period of six years after the end of the current financial year as required by law.</p> <p>Names and achievements may be retained in perpetuity as club records.</p>
Races, competitions or training run by other providers: <ul style="list-style-type: none"> • sharing personal data with coaches or officials to training sessions • sharing personal data with team managers to enter events • sharing personal data with chip timing companies where relevant • sharing personal data with leagues, county associations and other competition providers for entry into events; • publishing of race and competition results and sharing of such information with the press (the press organisations will be data controllers in their own right and you should view their privacy notices) 	<ul style="list-style-type: none"> • Contact details (name, address, email address, telephone number) • Medical information as required by England Athletics, other official sports bodies and competition providers • Payment information (where GRC pays for events and members reimburse the Club). 	<p>Contract between GRC and the event provider</p> <p>Explicit Consent is the legal basis for processing medical information.</p>	<p>This information, excluding achievements, is held for a maximum of one year after the after the end of the current membership year.</p> <p>Payment information is held for six years after the end of the current financial year as required by law.</p> <p>Names and achievements may be retained in perpetuity as club records.</p>
For use in GRC publicity materials incl. website & social media platforms	<ul style="list-style-type: none"> • Name, age, gender, photograph, sporting achievements, and biographical information. 	<p>Legitimate Interests of GRC</p>	This information may be retained in perpetuity as Club records.



Purpose of Processing	Types of Data Collected/ Retention Period	Legal Basis for Processing	Retention Period
Social Events <ul style="list-style-type: none"> • Payment processing; • invitations to events; • dietary preferences 	<ul style="list-style-type: none"> • Contact details (name, address, email address, telephone number) • Payment information • Dietary preferences 	Contract between you and GRC Explicit Consent is the legal basis for processing medical information.	Non-financial information is held for one year after end of event. Payment information is held for six years after end of current financial year as required by law.
When you visit the GRC website	<ul style="list-style-type: none"> • Online identifiers such as IP address, pages visited <p>GRC does not set any cookies for its own purposes, nor analyses data from cookies set by anyone except in the form of anonymised statistical data.</p> <p>Online identifiers information is retained as set out in Google's Cookies page. Google, as owner of Blogger, sets cookies to deliver its services and analyse traffic & to enable Google to personalise adverts displayed to you.</p> <p>IP address, browser and device type are shared with Google along with performance & security metrics to ensure quality of service, generate usage statistics, & to detect & address abuse.</p>	Legitimate Interests of GRC	Retention of cookies is as per Google's Cookies page .
Written communication with the Club	<ul style="list-style-type: none"> • Contact details (typically name and email address or postal address) • May include online identifiers such as IP address when submitted via web forms • Any other personal details submitted by you 	Consent of the data subject (unsolicited communication) Contract between you and GRC (solicited correspondence from us to you) or Legitimate Interests of GRC	The content may be retained in perpetuity as Club records. The online identifiers information is retained as set out in in Google's Cookies page (as above).
Purchasing or refunding club kit	<ul style="list-style-type: none"> • Name and contact details • Club kit purchased (including sizing information) • Cost information 	Contract between you and GRC	Kit purchase info is held by GRC for 2 years after end of current Club year. Payment information is held for six years after end of current financial year as required by law.

Who has access to your information?

Information is only shared with third parties where such sharing is strictly necessary. We ensure that any information sharing is done securely with our partners. We do not sell or rent your information to third parties. We do not share your information with third parties for marketing purposes.

England Athletics and Affiliated Sporting Bodies

We will share your personal information with England Athletics for the purposes of administering the sport, including affiliation, the organisation and running of sporting events and competitions. England Athletics will then become a data controller of your



personal information in their own right and you should check their privacy policy which is accessible via: <https://www.uka.org.uk/governance/policies/>

We will share information with other EA-affiliated running clubs and organisations as necessary for the administration of events and competition.

Third Party Service Providers working on our behalf

GRC may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations, send you mailings, or chip-timing companies for the purposes of timings during races). When we use third-party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes without your consent.

Marketing by Third Parties on Social Media Platforms

If we share carefully vetted competition or event details or other marketing material by third parties upon our social media platforms (including, but not limited to Facebook and Twitter) we do not share any personal data with those companies or target specific individuals. However, if you interact with these posts, for example by 'liking' a post on Facebook, your information may be accessible to those third parties. You should check the terms and conditions of use with the social media platforms you use as these are not determined by the Club. Facebook's PN is here: <https://www.facebook.com/privacy/explanation> Twitter's PN is here: <https://twitter.com/en/privacy>.

Please note that users of our social media platforms may share competition or event details or other marketing material by third parties on to the Club's social media pages. Where this occurs, this is not an indication of endorsement by GRC.

Your rights

You have a number of rights in respect of your personal data. These can be enforced by making a request to a request to secretary@granthamrunningclub.co.uk or by writing to Data Protection, P.O. Box 6628, Grantham, Lincs, NG31 8TR.

- **The right to be informed** – This page is a Privacy Notice that sets out how we use your data to allow you to make an informed decision about how we're handling your data, and your rights.
- **The right of access** – You have the right to access your personal data and information about how it's used. See the section below '**How to access and update your information**' for more details on how you can access your data.
- **The right to rectification** – where data about you is incorrect or incomplete, you're entitled to have it corrected, including if we've passed that incorrect/incomplete data to anyone else. See the section below '**How you can access and update your information**' for more details on how you can correct your data.
- **The right to erasure** – Where there is no justification for the Club having it, you have a right to request the deletion or removal of personal data. See the section '**How to access and update your information**' for more details on how you can correct your data.
- **The right to restrict processing** – You have a right to stop us using your data until inaccurate data is amended, or where you have made any objection to how we use your data, where the use of data is unlawful but you oppose the club simply deleting your data or to prevent us from destroying data you require in order to take or defend legal action.
- **The right to data portability** – You can request a copy of your data for your own purposes. Typically, this might be to enable you to move to a different club. See the section below '**How to access and update your information**' for more details on how you can correct your data.
- **The right to object** – You can object to any processing of your data, and if we're in dispute over whether the processing is harmful, you have a right to have that processing halted until a resolution is agreed. You have a right to object to direct marketing at any time.
- **Rights in relation to automated decision making and profiling** – Where computer logic results in significant actions in respect of a person, you have a right to demand a person checks that logic is correctly applied, or you can challenge a decision and have a right to investigate whether the processing is legal.

Please note that many of these rights are limited under law and the Club may not always be required to agree to your requests if it can demonstrate that it is permitted to continue process the data. If you are dissatisfied with a response from the Club in respect of your rights, you can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk



How to access and update your information

If any of the information we hold about you is inaccurate or out-of-date, please email the Membership Secretary at: membership@granthamrunningclub.co.uk, or write to P.O. Box 6628, Grantham, Lincolnshire, NG31 8TR.

You have the right to ask for a copy of any personal information we may hold about you. You can make a Subject Access Request by contacting us by email at: secretary@granthamrunningclub.co.uk. We have one calendar month to respond.

Security precautions against loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's handled securely. This means that paper information is stored securely when not in use, and that electronic information is stored where it cannot be accessed without a username and strong password.

When you are on a secure page on our website, a lock icon will appear in window in web browsers such as Internet Explorer, Safari, Firefox and Chrome.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, for example via forms on our website, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Links from GRC website to other websites

Our website may contain links to other websites run by other organisations. This Privacy Notice applies only to our website, so we encourage you to read the Privacy Notices on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

Transferring your information outside of Europe

Information stored in the cloud or on our website by the Club may be stored and transferred to countries outside of the UK and the European Economic Area ("EEA"). We take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this privacy notice. We will only store data in secure platforms. The main platform used by the Club is Dropbox. You can read their privacy notices here: https://www.dropbox.com/en_GB/privacy

If you access personal data from our servers or website while you are outside the EEA, that information may be transferred outside the EEA in order to provide you with those services.

Review of this privacy notice

This PN will be reviewed regularly, and formally approved by the GRC Committee.

Approved: June 2023

Revised: May 2023

Next review due: June 2025