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Description automatically generatedPrivacy Notice**

**Of Westbourne RC**

Westbourne RC is committed to protecting and respecting your privacy and processing your personal data in accordance with the 2018 General Data Protection Regulation (GDPR).

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.

Westbourne RC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

**1 Collection of Personal Data**

1.1 You may give us personal information by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, or request information through our website or social media.

1.2 Please be aware that data transmission over the internet may be insecure, and we cannot guarantee the security of data sent over the internet.

**Personal information**

1.1 The information you give us could include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data); any other information that you voluntarily supply to us during the collection of your personal data. We may also hold any information received as the result of a DBS (Disclosure and Barring Service) check for club officials; race results or data from race officials.

1.2 We may also ask for relevant health information which is only processed for the purpose(s) of fitness/ health checks or passing health data to coaches for the safe running of training and social sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

**1.2.1 Computers**

When using a computer your IP address (which is a unique identifier that computers and devices use to identify and communicate with each other) is automatically recognised by the web server. We will not use your IP address to identify you in any way.

**1.2.2 Cookies**

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use both "session" cookies and "persistent" cookies on the website. Session cookies keep track of you whilst you navigate the website and are deleted when you close the browser. Persistent cookies enable our website to recognise you when you visit and remain stored on your computer until deleted, or until they reach a specified expiry date.

1.3 We may use Wix Analytics to analyse the use of this website. Wix Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Wix will store this information. Wix’s privacy policy is available at: <https://www.wix.com/about/privacy>

1.4 We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

**2 Why we need your personal data**

2.1 The reason we need your Athletics Data is to be able to administer your membership and provide the services that you are signing up to when you register with the club. This includes but is not limited to:

2,2 For affiliated members – publish race results; dealing with event providers; registration with England Athletics:

Unless you are a social or second claim member when you become a full member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org). If, as a social member, you later wish to pay for affiliation we will automatically register you as above.

2.3 All members: to deal with requests and enquiries; processing membership forms and payments; sending club and membership related emails; manage training or social runs; share newsworthy items; club surveys and analysing anonymised data;

2.4 Non-members: we may require personal information to participate in social and training runs; send information, that may be of interest, relating to club events;

**3 Social Media and website**

3.1 Our website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

3.2 The club has the following social media pages: Facebook and Strava. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies.  Please check these policies before you submit any personal data on the club social media pages.

3.3 We will ask for confirmation through our membership form, email or verbally that you accept that photos; race results and other news items may be posted onto our social media pages or website.

**4 How long we hold your personal data**

4.1 Members: We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member’s account, in line with England Athletics Limited’s retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

4.2 Non- members: Email addresses may be retained for the purposes of club communication. Personal details for events will be retained for four weeks after such event unless we are requested to keep it longer; after which it will be destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

**5 Supply of personal information**

5.1 The Club does not supply any personal data it holds for this purpose to any other third party unless required for legal purposes or at the request of an individual member. The Club does not store or transfer your personal data outside of the UK.

**6 Your rights regarding your personal data**

6.1 As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

6.2 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 contact the club secretary.

**7 Opting out**

7.1 If you know longer wish to get emails or other correspondence, then you can opt out at any time by informing the club secretary. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

**8 Policy amendments**

8.1 We may update this privacy policy from time-to-time by posting a new version on our website. The date it is updated will be displayed on the link.

Updated 10 February 2023