

## BRJ Run and Tri Data Privacy Policy

### 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and coaches, how we use it and how we keep it secure and your rights in relation to it.

1.2 We collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We will always follow the current data protection laws (General Data Protection Regulation (GDPR)) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” and the “processor” of all personal data we hold about you.

### 2. Who are we?

2.1 We are BRJ Run and Tri. We can be contacted at [chairman@brjrunandtri.org](mailto:chairman@brjrunandtri.org); or by post c/o Hinchingsbrooke School, Brampton Road, Huntingdon, PE29 3BN. The controller can be contacted at [members@brjrunandtri.org](mailto:members@brjrunandtri.org)

2.2 In becoming a member of BRJ Run and Tri, we will collect certain information from you, which will include your name, date of birth, gender, EA URN number, email address, address, telephone number, emergency contact details, names of the EA affiliated clubs that you are a member of and details of any coaching or officiating licenses you hold (Athletics Data).

2.3 If you register on the BRJ Run and Tri website please click here for the website privacy policy

### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club.	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information / Gender	Managing membership categories which are age /gender related	Performing the Club's contract with the Member.
Photos and videos of members	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and at renewal and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address	Creating and managing the Club's Membership email list. Provision of an email newsletter to communicate about club activities with the membership Communicating offers and	Consent. We will seek the Member's consent on their membership application form and at renewal. The Member may withdraw their consent at any time by contacting us by e-mail or

	promotions from 3 <sup>rd</sup> parties	letter to tell us that they no longer wish to receive club emails.
Members name, gender and DOB	To enable the administration of the club championship and the collation of results	Members can withdraw from the club championship and the results service by contacting us by e-mail or letter to tell us that they no longer wish to be involved
Members name, email address, gender, DOB and EA URN number	Competition entry	To enable officials to register club teams for events, eg Hereward Relay, cross country championships
Members name	Training and coaching	To enable officials to administer training sessions.
Members name, email address, gender, DOB	England Athletic	When you become a member of or renew your membership with BRJ Run and Tri you can also choose to be registered as a member of England Athletics (you will have to register with England Athletics if you ever compete for the club in competition Under UKA Rules). If you have chosen to register with England Athletics we will provide them with your personal data which they will use 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 <a href="mailto:dataprotection@englandathletics.org">dataprotection@englandathletics.org</a>
Members name, membership number, EA licence number, Emergency contact details	Plastic Cards Ltd	To enable them to print the membership cards.
Name, email address	Google docs	To enable us to gain your consent to contacting you.

#### 4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU without your consent.

BRJ Run and Tri, c/o Hinchingsbrooke School, Brampton Road, Huntingdon, PE29 3BN  
[members@brjrunandtri.org](mailto:members@brjrunandtri.org) [chairman@brjrunandtri.org](mailto:chairman@brjrunandtri.org)

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **5. Who else has access to the information you provide us?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 If we share your data with coaches then we have implemented appropriate measures to ensure the security of your data.

5.3 Members may register on the BRJ Run and Tri Website . This has a separate privacy policy – see here

#### **6. How long do we keep your information?**

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data .

#### **Your rights**

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased if you are no longer a member

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>  
0303 123 1113.

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

For more details, please address any questions, comments and requests regarding our data processing practices to our Membership Secretary or Chairman.