

# Privacy Notice for matlockac.org.uk

*Updated 13 January 2025*

Matlock Athletic Club (the Club) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Matlock Athletic Club is the Data Controller and is responsible for storing and processing that data in a fair, lawful, secure, and transparent way.

## **What personal data we hold on you**

You may give us information about yourself by filling in forms at an event or online, or by corresponding with us by phone, email, or otherwise. This includes information provided when you register with the Club, subscribe to our newsletter, or participate in discussion boards on our website. The information you provide may include:

- Name
- Date of birth
- Address
- Email address
- Phone number
- Name of the EA-affiliated clubs with which you are registered
- Gender (Athletics Data)

## **Why we need your personal data**

We require your Athletics Data to administer your membership and provide the services you sign up for when registering with the Club. Our lawful basis for processing your personal data is a contractual obligation to you as a member.

**Reasons for processing your data include:**

### **For training and competition entry**

- Sharing personal data with club coaches or officials to administer training sessions
- Sharing personal data with club team managers to enter events

- Sharing personal data with facility providers to manage access to the track or check delivery standards
- Sharing personal data with leagues, county associations, and other competition providers for event entry

#### **For funding and reporting purposes**

- Sharing anonymized data with funding partners as a condition of grant funding (e.g., Local Authority)
- Analyzing anonymized data to monitor club trends
- Sending an annual club survey to improve your experience as a club member

#### **For membership and club management**

- Processing membership forms and payments
- Sharing data with committee members to provide information about club activities, membership renewals, or invitations to social events
- Club newsletters promoting activities
- Publishing race and competition results

#### **Marketing and communications (where separate consent is provided)**

- Sending information about promotions and offers from sponsors
- Sending information about selling club kit, merchandise, or fundraising

On occasion, we may collect personal data from non-members (e.g., participants in taster events who complete a health disclaimer). This data will be stored for up to 8 weeks after the event and then securely destroyed. Our lawful basis for processing this data is consent, which will be explicitly obtained at the point of collection.

#### **Social media platforms**

The Club has social media pages on Facebook, WhatsApp, Twitter, and Instagram. All members are free to join these pages. Please note that social media platforms have their own privacy policies, and the Club is not responsible for these. Review their privacy policies before submitting personal data on the Club's social media pages.

#### **Who we share your personal data with**

When you become a member of the Club, you may choose to register with England Athletics Limited. We will provide England Athletics Limited with your Athletics Data to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign in and update your privacy settings via the MyAthletics portal. For questions about how England Athletics Limited handles your data, contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

The Club's data processing may involve transferring personal data outside the UK for purposes such as cloud hosting and email marketing. When such transfers occur, appropriate safeguards, such as standard contractual clauses, are in place to ensure data security.

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

We will retain your personal data for as long as you remain a member of the Club. Athlete data is updated annually via membership forms. Any personal data will be securely destroyed after four years of inactivity, in line with England Athletics Limited's retention policy. Your data is not processed for purposes beyond those detailed in this policy.

## **Your rights regarding your personal data**

As a data subject, you have the right to:

- Request access to, rectification of, or erasure of your personal data
- Restrict or object to certain types of processing, including direct marketing
- Request the portability of your data
- Complain to the Information Commissioner's Office (ICO) about the processing of your data

To exercise any of these rights, or if you have questions about how your data is processed, please contact our Data Protection Officer at [matlockathletic@gmail.com](mailto:matlockathletic@gmail.com).

You are not obliged to share your personal data with the Club. However, if you choose not to share it, we may not be able to register or administer your membership effectively.

## **Data Breach Protocol**

In the event of a data breach, we will notify affected individuals and the ICO where required, in line with UK GDPR guidelines.

## **Children's Data**

For members under 16, we require parental or guardian consent before processing personal data. We take additional steps to ensure the protection of children's data.

## **Cookie Policy**

You can view our cookie policy at [www.matlockac.org.uk/cookies](http://www.matlockac.org.uk/cookies).

## **Policy Updates**

We reserve the right to update this Privacy Policy. Members will be notified of significant changes via email or the Club's website.