

Bristol and West AC Privacy and Data Protection Policy

Bristol and West Athletics Club is committed to protecting and respecting your privacy. The Club ensures that it processes personal information in compliance with all relevant data protection legislation including the Data Protection Act 1998 and after 25th May 2018, the General Data Protection Legislation.

This Policy explains when and why we collect personal information about people who are members of the club or participate in events run by the club, how we use that information, the conditions under which we may disclose it to others and how we keep it secure. In addition to this document please also see the Club's Privacy and Data Protection Notice, which is available from the Club's website.

Any questions regarding this Policy and our privacy practices should be sent by email to dataprotection@bristolandwestac.org.

Who are we?

Bristol and West Athletics Club (Bristol & West AC) is a Bristol based amateur sports club specialising in track and field athletics, road running and cross country. Bristol & West AC is affiliated with the sport's national governing body England Athletics (EA) and the club conforms to national and regional policies and procedures, which includes all UK Athletics policies and codes of conducts: [EA link](#). Our registered address is Whitehall Athletics Stadium, Johnsons Ln, Bristol BS5 9AZ and our EA affiliation number is 2657726.

How do we collect information from you?

We obtain information about you in the following circumstances:

- When you submit it to us, for example, via membership forms, information forms, event registration, accident reports
- When you write to us, whether by letter, email, SMS, website forms
- When our kit supplier provides a summary of purchases to the club
- A list of volunteers and helpers is kept at events
- UKA DBS status information, gathered from UKA

What data we will collect and how is it used?

We may collect the following information about you through our online membership form:

Your name, date and place of birth, gender, email address, address, telephone numbers, athletic events you are interested in, disability information and the names of other England Athletics (EA) affiliated Clubs with which you are a member (Athletics Data). In addition, if you choose to affiliate with EA then your Athletics Data will be passed through to EA, the club also retains a copy of your EA registration number. Relevant personal medical information is also kept as appropriate, this is not shared externally, unless required by EA or other official sports bodies.

In the case of members aged under 16, the contact details held will be those of the parent/guardian and any consents must be provided by the parent/guardian rather than the member.

Emergency contact details for all members are stored as part of the Club's membership database and will not be used for any other purpose. This information is processed under legitimate interest processing rules and is an important part of the club's responsible approach to managing safety.

You can maintain your own personal Athletics Data and Emergency Contact details by logging into the club's membership system from this page:

<http://www.bristolandwestac.org/membership/existing-members/>

A summary of all the information collected by the club and how it is used is given in the table below:

Purpose	Data collected	Retention period
To administer your membership of the Club, including notifying you when subscriptions are due and about the Annual General Meeting or other meetings.	<p>Athletics Data, contact details (name, address, email address, telephone number). For under 16s, these details will be for the parent/guardian.</p> <p>Emergency contact information.</p> <p>Medical information as required by England Athletics or other official sports bodies</p> <p>Consents for use of personal data</p>	<p>Maximum of 4 years following membership expiration based on requirements from insurance company.</p> <p>Achievements information, such as name and result, may be retained in perpetuity as club records and rankings.</p>
Participating in an event such as a race, competition or training run by the Club, either as a participant, volunteer or helper.	<p>Contact details (name, address, email address, telephone number). For under 16s, these details will be for the parent/guardian.</p> <p>Age category or date of birth.</p> <p>Emergency contact information.</p>	<p>This information, excluding achievements, is held for a period of 4 years after the end of the current membership year.</p> <p>Emergency contact information provided in conjunction with an event will be destroyed within 1 week of the completion of the event.</p>

	<p>Medical information as required by England Athletics or other official sports bodies</p> <p>Sporting achievements</p>	<p>Achievements information, such as name and result, will be retained in perpetuity as club records.</p> <p>Results information may also be sent to EA for use on athletic databases such as PowerOf10.</p>
For use in the Club's publicity materials including website and social media platforms	Name, age, photograph, sporting achievements.	This information will be retained in perpetuity as club records.
When you visit the Club's website	Online identifiers such as IP address, pages visited	The online identifiers information is retained as set out in WordPress's Cookies page.
Written communication with the Club	<p>Contact details (typically name and email address)</p> <p>May include online identifiers such as IP address when submitted via webform</p> <p>Any other personal details submitted by you</p>	<p>The content information may be retained in perpetuity as club records. The online identifiers information is retained as set out in WordPress's Cookies page.</p>
Purchasing or refunding club kit via the Club's supplier	<p>Name and contact details</p> <p>Club kit purchased (including sizing information)</p> <p>Cost information excluding card details</p>	<p>Kit purchase information is not held by the club but is held by the club's kit provider as detailed on their website.</p> <p>http://www.psfshop.com/</p>
Accident record	Contact details, nature of incident, treatment provided.	<p>Statutory 3 years.</p> <p>Completed accident forms are kept in a secure location.</p>

Protecting your information

The data that we collect from you is stored on Bristol and West AC's membership system which is in turn hosted by paysubsonline.com (Pay Here Limited). Access to the data is password protected and limited to a small number of designated administrators. We also protect the security of your data using Secure Sockets Layer (SSL) encryption technology.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet.

Who has access to your information?

The Club's membership database is accessible by selected Club committee members, officials and coaches.

Information is only shared with third parties where such sharing is strictly necessary. We do not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Sharing your data

We may share your Athletics Data with athletics partners such as Home Country Athletics Organisations, selected members of the National Council, Regional Councils, County Athletics Association and / or Area Athletics Association and third- party data managers that we appoint as data processors as part of administering your involvement in sport. We will not transfer your data to any other third parties without obtaining your consent and where possible, will anonymise your data before sharing. We will also not share any other personal data you provide to us that is not Athletics Data.

Your consents

The membership application process collects the following consents from applicants, or the applicant's parent/guardian in the case of under 16s. Applicants are under no obligation to agree to any of the following uses of information and where consent is requested, may withdraw during the application process by not checking the appropriate box, or at any time afterwards by sending an email making such a request to dataprotection@bristolandwestac.org.

- Being photographed/ recorded during competitions and training by photographers known to the club or the accredited press, and for your/ their name, age and image to be published.
- Being photographed/ recorded for the purposes of the club's website and social media.
- Receiving communications about sporting fixtures, club news and achievements.

Club Kit Suppliers

We use Professional Sport & Fitness Limited to supply our kit. When orders are made via the Kit store sections of the Bristol and West AC website, Professional Sport & Fitness Limited will receive a summary containing your contact details, the items ordered and the cost of the order. Bristol and West AC do not receive a copy of this information. Professional

Sport & Fitness Limited may also use the information provided by you for the purposes of administering any refunds.

When you purchase a product from Professional Sport & Fitness Limited, your payment card details are never held by Professional Sport & Fitness Limited or Bristol and West AC. This information is collected by Paypal, third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions. Paypal is a fully certified PCI DSS level 1 payment service provider. This means they provide the highest possible standards to ensure the security of your card information.

Finding out what information Bristol and West AC holds about you

Under the Data Protection Legislation, 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's Data Protection Officer at the address below and they will respond within one month. dataprotection@bristolandwest.org

Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in May 2018.

Complaints

If you have any concerns or complaints in relation to how Bristol and West AC collects and/or processes your personal data, you should contact the club's data protection officer in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by Bristol and West AC, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk)