



Maidenhead Athletic Club

Privacy Notice (including use of Cookies)

Maidenhead Athletic Club promises to respect the confidentiality of any personal data you share with us, to keep it safe, and we will always take every effort to protect your privacy.

We pride ourselves on our honesty and openness and will always be clear how, when and why we collect and process your information; we promise we will never do anything with your details that you wouldn't reasonably expect.

Developing a better understanding of our members, prospective members and event entrants is crucial, and your personal data allows us to manage your membership and provide the services you are entitled to.

It is expected that club officers may also process member personal data on behalf of the Club and will also be bound by this privacy notice.

We collect information in the following ways:

When you give it to us DIRECTLY

There are many ways you may give us your information. For example, when you join as a member, add a child to the Junior waiting list or enter a public event, in writing, including email or in person. We are responsible for your data always.

When you give it to us INDIRECTLY

Your information may be shared with us by independent organisations, for example sites like RunBritain and Eventbrite. These independent third parties will only share your information when you have consented. You should check their Privacy Notice when you provide your information to understand fully how they will process your data.

Via Social Media

Depending on your settings or the privacy notices for social media and messaging services like Facebook, Instagram or Twitter, you might give us permission to access information from those accounts or services.

Via information available publicly

We do not currently gather public data but may at a future time use data published via websites, Companies House and information that has been published in articles/newspapers.

Cookies

Like most websites, we use "cookies" to help us make our site, and the way you use it, better. We do not store any personal data in the cookies that we use.

Cookies mean that a website will remember you. They're small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields.

In addition, the type of device you're using to access our website or apps and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have, what operating system you're using, what your device settings are. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

The type and quantity of information we collect and how we use it depends on why you are providing it. You should be able to control what cookies are placed on your device through your browser settings. Go to www.aboutcookies.org to find out more about cookies, including how to see what cookies have been set and how to manage and delete them.

We use Google Analytics to analyse the use of our websites by generating statistical and other information.

Details captured during your visit to our websites will include, but are not limited to, traffic data, location data, weblogs and other communication data and the resources you access. However, all data collected is anonymous and will not identify you as an individual.

Google, not the Club, stores this activity information. You can view Google's privacy notice [here](#).

To opt out of being tracked by Google Analytics across all websites visit their website [here](#).

What personal information we collect and how we use it

We will only ever capture the minimum amount of information that we need to in relation to your membership or services we provide to you and we promise to keep your information secure. The personal data we will usually collect is:

- Your name
- Your contact details
- Your gender and date of birth
- Details of your membership category or event entry
- Any medical declarations
- Familial relationships for managing linked accounts

Where it is appropriate, we may also ask for additional information

Photography

Club activities often take place in public areas and individuals are often part of groups. We seek specific consent from parents of under-18s for images to be used to illustrate and promote Club activities, which can be withheld.

Photographs sent to the Club or posted to Club-managed social media pages remain the copyright of the owner but the owner grants a licence to the Club in perpetuity to publish, retain and grant licence to them providing this is lawful and within current regulations.

Under 18's data

Information from under 14s can only be accepted when supplied by a parent, even if given verbally.

Parents may delegate responsibility to their 14-17year-olds to self-manage their personal data on PaySubsOnline.com but are still responsible for the data provided.

How we will use your data

We will use your personal data for the legitimate interest of conducting core athletic activities. These will include:

- Administering your membership
- Providing you with the services, products or information you asked for

- Communicating organisational messages and information to members and relevant non-members
- Keeping a record of your relationship with us
- Understanding how we can improve our services, products or information
- In any other way we may describe when you provide the information
- For any other purposes with your consent

Data Sharing

1) Our service/host providers

In the course of our legitimate activities, there may be a need for us to share, or give access to, your personal data to third parties that provide us with services or host our applications/software that you may access, for instance:

- PaySubsOnline – membership and event entries
- Mailchimp - email service
- SignupGenius
- RunBritain
- Eventbrite

We will ensure that data processing agreements, compliant to GDPR, are in place before sharing with, or giving access to, your data with any of our service/host providers.

2) Sharing with third parties

We will never commercially sell your personal data to anyone else.

We will only ever share your personal data in other circumstances, not listed above, if we have your explicit and informed consent at the time of collection. However, we may need to disclose your details if required to the police, other agencies, for example HMRC, regulatory bodies or our legal advisors.

How we keep your information safe and who has access to it

We ensure that there are appropriate physical and technical controls in place to protect your personal details.

We undertake regular reviews of who has access to information that we hold to ensure that your personal information is only accessible by appropriate Club representatives and our service/host providers.

We have a duty to report certain types of personal data breaches to the relevant supervisory authority, and where feasible, we will do this within 72 hours of becoming aware of the breach. If a breach is detected and likely to result in a high risk of adversely affecting you, we will inform you without undue delay.

Where we store your information

Your personal information will usually be hosted securely within the UK or the EU. However, we do use service providers that may run their operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as organisations based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you understand your personal data will be transferred, stored and processed at a location outside the EEA.

How long we retain your information and how we keep it up to date

We will only keep your information for as long as we need it to manage your membership, time on the waiting list, event registration or other services. There are statutory timescales on how long we should keep your information, for example, financial records must be kept for 7 years, information associated with Health & Safety for three years after an event. We shall delete your information according to these statutory limits, or according to guidance issued by the Information Commissioner.

Individual members are responsible for keeping their own personal data up to date and have access to their primary records on PaySubsOnline.com for this purpose. In addition, where necessary, we will intervene to keep your information accurate and up-to-date.

Your rights

The General Data Protection Regulations gives you certain rights and these are listed below for your convenience, further clarification of your rights is available on the [Information Commissioners website](#)

- You have a right to be informed when your personal data is being collected, what is collected and how it will be used or shared.
- You have a right of access to your personal data: the right of access allows you to be aware of and verify the lawfulness of the processing of your personal data. Members have access to their personal data via PaySubsOnline.com. You can also request a copy of the information which we hold on you. This information will be provided free of charge, unless the request is found to be manifestly unfounded or excessive then a reasonable fee will be charged. The application should be made in writing, by email, and addressed to the Club treasurer, contact details shown below. Only email accounts registered in PaySubsOnline will be responded to.

Applicants should be aware that where requests are manifestly unfounded, excessive or repetitive, the Club can:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

- You have a right in certain circumstances to have inaccurate personal data rectified, blocked (restrict processing), erased (right to be forgotten), or destroyed.
- You have a right in certain circumstances to object to the processing of your personal data for such reasons as direct marketing, automated decision making, profiling; although we can confirm we make no decisions on you using an automated process.
- You have a right in certain circumstances to data portability.

In certain situations, these rights may not apply, for example if you are a valid member we will need to communicate with you about your membership and those services afforded to you as part of that membership; you hold a club office and we need to communicate with you in relation to that office, in which case you will not be able to unsubscribe from these communications.

We collect and process your personal data through legitimate interests or because you have provided it to us to enable us to deliver a service to you. We will only process your personal data as you would reasonable expect us to. You can opt out of our general member mailings at any time.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

Changes to this privacy notice

We may change this privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website maidenheadac.org or by notifying you directly.

Our contact details

Maidenhead Athletic Club
The Pavilion
Braywick Park
Maidenhead
SL6 1BN

Email: treasurer@maidenheadac.org; chair@maidenheadac.org

Club registration with the Information Commissioner's Office

Maidenhead Athletic Club is registered with the Information Commissioner's Office as a Data Controller with number A8224892. The Club Treasurer is the main contact.

Complaints

If you are unhappy with how we have processed your personal information, please firstly contact the Club Treasurer and Chair, details above. If you are still unhappy you may contact the following:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline: 0303 123 1113 (local rate) or ++44 1625 545 745

[This privacy notice was last reviewed and updated 16 April 2018]