Data Protection & Privacy Policy

1. Privacy Notice

Caldicot Running Club collects and stores contact data relating to the Members of the Club. This enables Caldicot Running Club (the Club) to communicate with members and register them with Welsh Athletics. It is not used for commercial or any other purpose.

Information of members is shared with Welsh Athletics.

It is the responsibility of the committee to be compliant with this policy

2. Data Protection Policy

Member personal data shall not be shared with anyone unless the Club is required to share for administration of the club. activities, events or emergencies on will only be done when this there are permitted on legitimate interest grounds.

Lawful, fair and transparent processing

Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner. The committee commits to full transparency about what we do with member information. If you have questions, please contact a committee member.

Lawful purposes

All data processed by the Club must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).
Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Club's systems.
If you have concerns with the data that is held by the Club, please contact the Club secretary. If you require additional support contact the Information Commissioners Office – ICO.org.uk

Data minimisation

The Club shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

Accuracy

The Club shall take reasonable steps to ensure personal data is accurate. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.
At each membership renewal the Club shall check that the details of the relevant person are accurate.

Archiving / removal

a. Member data shall be retained while they are members of the Club. Any members of the Club who cease membership will have their details removed 24 months after their annual membership expires, or sooner should they request their details be removed from the systems of the Club. Individuals who wish to review, amend or have deleted information stored concerning them should contact the Club secretary or Membership secretary

b. For the purpose of recording race results, in the result of any removal of details, first and last names may be kept on some areas of the website but these will not be linked with any further identifying information.

Security

a. The Club shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
c. When personal data is deleted this should be done safely such that the data is irrecoverable.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Club shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website).

Third parties

For organising events and activities the Club make use of the SPOND Application (found at https://academy.spond.com/) to act as a data processor for the Club, and provide a secure environment for your details to be stored. You can read their privacy policy and GDPR guidance at : https://spond.com/privacy

In summary SPOND process your personal information in accordance with applicable data protection laws (including if applicable the GDPR, the Personal Data Act in Norway, the Data Protection Act 2018 in the UK and the California Consumer Privacy Act as well as other applicable national laws which relate to the processing of personal data in our service.

Your personal data will be stored by Welsh Athletics for the purposes of registering you as an athlete and administering your involvement in the sport. Welsh Athletics process it on the basis of legitimate interest to ensure the sport is running itself efficiently, with the minimum of bureaucracy and volunteer time. "Such activity will include managing eligibility, ensuring compliance with rules and regulations, maintaining the records and statistics for the sport, dealing with queries, conducting research into the health of athletics and running, communicating with you to ask for your opinion on the sport and providing relevant and necessary information via email, text, post to you about your involvement in the sport."
For further information on Welsh Athletics and its data protection policy refer to https://myathletics.welshathletics.org/Home/Privacy

The information is stored on the password protected PC of the Caldicot Running Club secretary and members secretary, online upon the events management application SPOND and on secure commercial cloud storage with Welsh Athletics

1. Document Change History

Date	Updates	Prepared by	Approved by
23/04/22	First document – based on Welsh Athletics recommended templates	Jo Geoghegan	
11/04/23	Major updates	Julian Guy	CRC Committee
03/09/23	Club logo refresh	Julian Guy	CRC Committee
29/03/26	Minor formatting updates	Julian Guy	CRC Committtee