



# Surrey Walking Club

## Data Privacy Notice (Version 1)

In line with the General Data Protection Regulation May 2018 (GDPR) Surrey Walking Club will abide by the policy described below. As the Club has no commercial links apart from our relationship with our governing body, UK Athletics and its subsidiary, England Athletics, the way in which we protect our members' personal information will not need to change significantly and we will continue to respect their privacy although some technical operational details will be supplemented. The relationship with England Athletics is separately described in the application and subscription renewal documents and is shown in an appendix to this document.

### What Data is held and what it is used for.

1. **Members Full Names and Postal Addresses.** Used primarily for the circulation of our publication entitled "Surrey Walking Club Gazette" and for Subscription notices. We also use postal details for those few members who have not provided an email address for the matters described in section 2.
2. **Email addresses.** The Club, in accordance with current common practice, uses email communication for notification of AGM, Extraordinary GMs and normal Committee meetings as appropriate. It also uses this method for other current information on our own and other Races, Strolls, social events and other urgent Club matters. We do not use these addresses to promote any other goods and services provided from outside of the Club. The provision of an email address is convenient and useful to the Club but is not obligatory. However in the case of those members also requiring England Athletics membership such an address is officially obligatory.
3. **Landline and mobile telephone numbers.** Used only for urgent communication about our own events. We do not use the numbers to promote any commercial matters across the membership or enable others to do so.
4. **Date of Birth.** In general these are only used on a social basis, e.g. to mark anniversaries, but with one exception. In the case of active walkers taking part in races and/or registering with England Athletics such information is essential for the organisation of events as age-groups are normally an essential part of the structure. We recognise that such dates are often used as part of the general internet identification process and must be protected with special care.
5. The Club's database also contains some specific, internal information. Examples are date of election to membership; type of activity the member normally is associated with, Committee membership and date of ceasing membership with its cause as appropriate. Clearly these items are used only for the internal management of the Club.
6. The Club will also hold the performance records of active members inside and outside of the Club. It is assumed that such information is publicly available and its use is not limited by the terms of this policy.

### Security of Data

1. The Club Secretary maintains the database of the above information and it is held on desktop and laptop computer. These machines are password protected in the usual way. Other officers holding copies of this information will ensure similar security is employed.
2. The Strolls section will also hold information items 1, 2 and 3 above in respect of those members involved in this activity. The Treasurer and the Membership Secretary will also necessarily hold the same items, plus financial status with the Club, in order to carry out their normal functions.
3. Item 1, Names and Addresses, will, bearing in mind the social aspects of the relatively small Club be available to all members. However should any member not wish the data to be published beyond the group of Club Officers, they will be able to signify this by an option on the application/renewal forms. On occasion it will be necessary to provide the contact data (Items 1, 2 and 3) for all members to other Club Officers members for specific projects. In particular publication of the Gazette by the Editor requires item 1, the names and addresses of the members, and they will also continue the publication of the information in the Gazette except where the option of non-publication has been received.
4. All such dissemination of information is limited to circulation to elected members of the Committee and their trusted assistants. In compliance with the Regulation, the transmission of the information will, as far as possible, not involve using the postal service or delivery using public transport. Where practical email attachment will be the preferred method.

#### **Other Policy Matters**

1. Members will, on all occasions, be able to review the information about them. They will be able to update the Secretary by email of any corrections or changes. The alterations or removal will be immediately effected.
2. Surrey Walking Club will not disclose any personal information about members outside of the Club. The only exception is that items 1 to 4 will be sent to England Athletics but only under strict conditions. These conditions are that the member concerned wishes to become an "Active" athlete, coach or official and registered with EA as such. They will have confirmed that they understand and agree to the Club's sending the information to EA.
3. In the normal situation records are retained on past members for historical interest but they will be removed if they or their relatives so wish.
4. We retain no financial details of members.

Surrey Walking Club desires that all its members are content with the above terms of this policy document and welcomes any suggestions that might give more assurance to the membership. These matters will be considered by the Committee. The Club will seek to always respect the members' interests and to act within the terms and intention of the General Data Protection Regulation in force.

P.C.Hannell, Hon. Sec. Surrey Walking Club

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