



Surrey Walking Club

Privacy Statement (Version 2)

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 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.** This information is not generally collected due to it being a common external personal identity check. However 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 identity verification 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. 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.
7. **Photography.** The Club does not hold any photographs of members as part of its central database. Photographs may be taken on Strolls and posted on the Strollers area of the web site. Strollers will be given the opportunity to withdraw from Group photographs. Photographs of athletes and races at

our own events cannot be prevented and photographs of other races appearing on athletic sites are public. However the Club will make all reasonable efforts to remove photographs from the Club web site, Facebook pages or other social media channels under its control at the request of any of the subjects appearing.

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. The general advice that such data files be encrypted by the Data Controller and any officers storing confidential information will apply. It is intended that in due course a Common file of the Contact and certain other items be held on a protected accessible drive (e.g. The Cloud) once secure arrangements can be guaranteed. This will avoid multiple transmissions by email as officers require current data for their own roles and tasks.
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. 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 and in particular contact details will be reviewed each year when the member renews their membership. The alterations or removal will be effected as soon as possible.
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

October 2018