

Todmorden Harriers Privacy Policy Statement

1. The Controller - Who we are:

Todmorden Harriers Running Club.

2. Data Protection:

Data Protection in the Todmorden Harriers Running Club is administered by the Todmorden Harriers Running Club Committee.

- Nick Barber (Chairman)
- Stuart Wolstenholme (Secretary)
- Paul Brannigan (Treasurer)
- Darren Graham (Membership secretary)
- Claire Duffield (Juniors)
- Richard Butterwick (Statistician)

The committee can be contacted by emailing: secretary@todharriers.co.uk

Or, alternatively by writing to:

Todmorden Harriers Running Club Secretary, 60 Park Road, Sowerby Bridge, HX6 2BJ

Categories of Data Collected:

Membership information relating to the Todmorden Harriers Running Club. Personal Data is protected in law by the General Data Protection Regulations 2018 and UK Data Protection Act 2018.

Retention Period:

Data will be retained until instructed by the member. If any member objects to the Todmorden Harriers Running Club holding your information the clubs agrees to remove it immediately upon request.

3. How we gather personal data:

Todmorden Harriers Running Club information is gathered in the normal course of membership application/renewal. The information we collect may include Personal Data. Personal Data is protected in law by the General Data Protection Regulations and the proposed Data Protection Act

(UK) 2018 [Data Protection Bill 2018]. Where personal data is collected or provided to us a relevant privacy notice will be available summarising the following:

- who we are
- who deals with our data protection
- our purposes and legal basis for processing the personal data
- our legitimate interests in processing the personal data
- who we may provide the personal data to
- the length of time we will keep the personal data
- a summary of your rights and freedoms to the processing of your personal data
- What may happen if you fail to provide / withdraw / object to the processing of the personal data.

Sources of personal data comes from individuals themselves.

4. Why we need personal data:

We retain data for Todmorden Harriers Running Club membership related communication.

5. Fairness and Transparency:

We will process personal data fairly and with transparency to the individual who owns the personal data.

6. Purpose Limitation:

We will process personal data for the purposes which we have stated. If we need to process personal data for a new lawful purpose we will be transparent and fair about this process.

7. Data Minimisation:

We will restrict collection of personal data to that which we really need. We will not ask for any information which is unnecessary. Once personal data is no longer necessary we will responsibly destroy it, or return it to the individual who owns it.

8. Accuracy:

We will take every reasonable step possible in the good practice of due diligence to ensure the accuracy of any personal data which we hold or process. Compliance checks and system auditing are carried out in order to minimise the risk and / or impact of inaccuracy in data generally. Where the personal data we hold is found to be incorrect an individual owning the personal data can request that we correct, rectify, erase or withhold it.

9. Storage Limitations:

Personal data will only be retained for as long as it is necessary and where we have a legitimate purpose, or a legal obligation to do so. If we are found to hold personal data unjustifiably the individual who owns the personal data can ask us to return, erase, or destroy it.

10. Integrity and Confidentiality:

We will store and process personal data with the appropriate security and protect it from unauthorised or unlawful processing, accidental loss, destruction, or damage, as far as we possibly can, using appropriate and technical measures.

11. Controllers and Processors:

Any person within the Todmorden Harriers Running Club processing personal data at the point of contact is a "Data Controller"

12. Rights and Freedoms:

Individuals have the right of subject access to, and to be provided with a copy of, any personal data we hold. This request can be made using contact information provided at point 2 above, however the request must be in writing. It must provide enough information to identify the data subject and satisfy the Controller (us) of the applicant's identity. Sufficient information to the specific nature of the request, and if known, the location of the information, should be made clear in the content to avoid any unnecessary, disproportionate effort in providing the personal data. We will then be required to respond within one month.

If the subject believes that the personal data we hold is incorrect, they can ask us to rectify it. Proof may be required to enable us to do this, otherwise a note may only be added to state that the information is in dispute.