

VR012 General Data Protection Regulation (GDPR) Policy

1. Version Control

Version	Date	Author	Content
1.0	25/05/2018	Martin Pearn	For Use:

2. Requirements

To comply with the new government legislation regarding data called “The General Data Protection regulations (GDPR)” effective from the 25th May 2018.

3. Policy

Vegan Runners UK are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Vegan Runners is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data).

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with leagues, county associations and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results

Marketing and communications

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

The club has the following social media pages e.g. Facebook, Twitter, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

When you become a member of the Club you can also choose to be registered as a member of England Athletics Limited. If you would like to register as a member of England Athletics Limited, please tick the box on the application form, and we will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics online portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org. If you do not tick the box, the we will not share your data with England Athletics Limited. Please be aware that should you ever wish to compete in your sport you will have to register with England Athletics Limited at that time.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

4.Data Storage & Access

Vegan Runners store data using "membermojo" this system manages applications & renewals for the club, their GDPR statement is below but further details can be obtained from:

<https://membermojo.co.uk/mm/help/gdpr>

"Membermojo General Data Protection Regulation (GDPR)"

membermojo provides online membership services for organisations.

In data protection terms we are the data processor for your organisation member data, and your organisation is the data controller. ([ICO key definitions](#))

We provide the tools and controls that help implement your organisation's GDPR compliant privacy policy for managing personal member data.

This includes:

- *What personal data is stored - you define the personal data (membership form) that needs to be held for your organisation.*
- *Gaining consent - your form can include 'accept terms' fields that must be ticked before the form completes. We store the date that the application, and therefore the consent, was completed.*
- *Where data is stored - all servers and backups are hosted in secure UK facilities.*
- *How data is protected - we provide security and access controls for your member data.*
- *How long data is kept for - you define how long personal data is retained and we automate the deletion.*

We also provide functions that assist members and administrators to exercise individual rights under GDPR.

- *Right to access - members can sign in to view their own personal data.*
- *Right to rectification - members can sign in and amend their own personal data.*
- *Right to Erasure - administrators can securely delete personal data for members requesting their data be erased. Erasing a member will remove their member record and anonymise any activity, attendance and (optionally) payment records.*

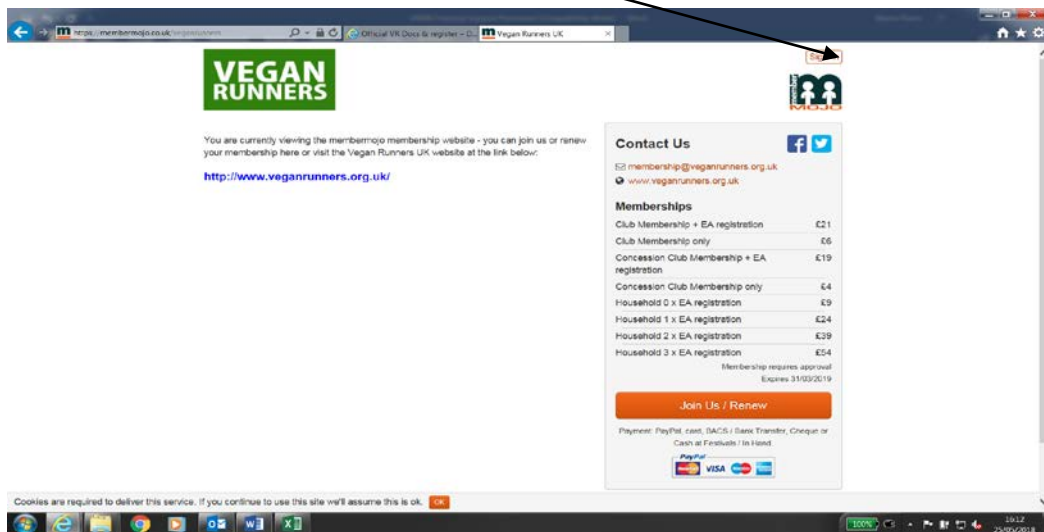
Access to Membermojo

Access to the data on membermojo is limited to the administrators “committee members” for the reasons given above.

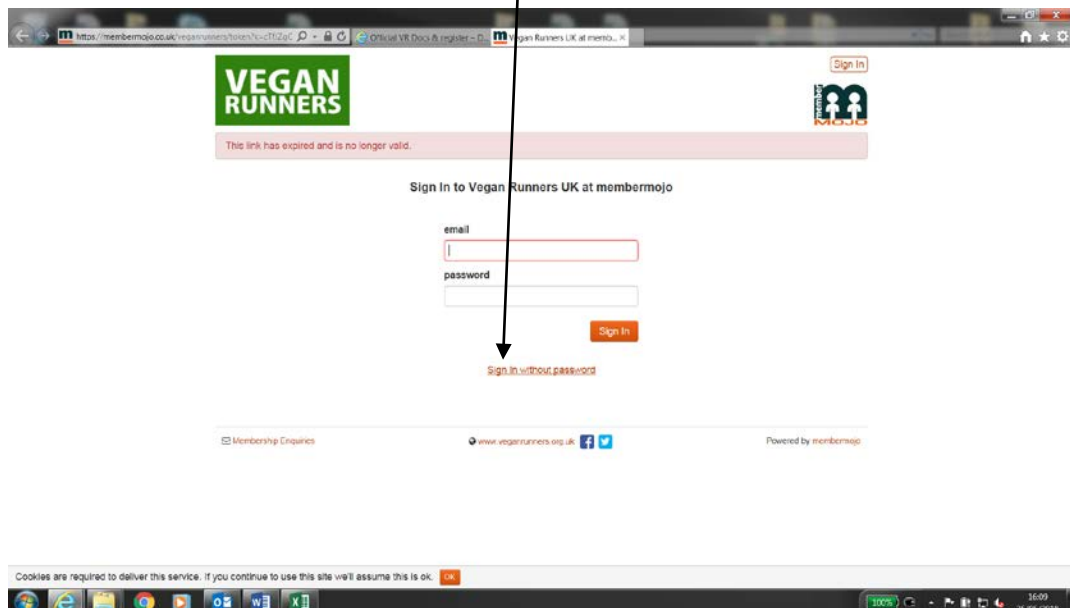
All members have the ability to manage their personal data themselves by editing their profile as required.

To access and edit your personal data please follow these steps:

- 1) Go to <https://membermojo.co.uk/veganrunners>
Click on the “Sign in button”



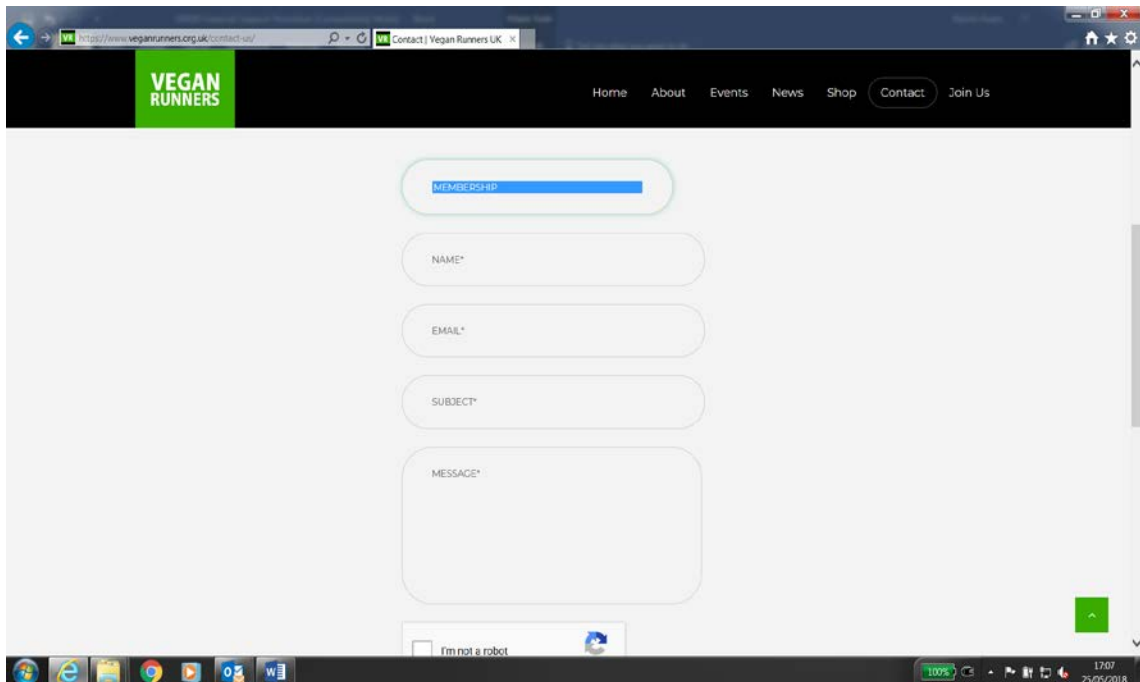
- 2) Enter your email address given when joining Vegan Runners along with the password created on your membership pack, if you do not know your password, click on the “Sign in without password” button and enter your email address, this will send a link to your email to gain access



- 3) Once you have logged in, you can edit your personal details.
- 4) If you wish to be removed from non essential emails, contact the membership secretary and request that you be excluded from general emails and wish to only received essential correspondence such as membership renewal.

<https://www.veganrunners.org.uk/contact-us/>

Select recipient as “membership” and complete the small form with your request to be removed from non-essential mail.



The screenshot shows a web browser window displaying the contact form on the Vegan Runners website. The browser's address bar shows the URL <https://www.veganrunners.org.uk/contact-us/>. The website's navigation menu includes links for Home, About, Events, News, Shop, Contact, and Join Us. The contact form itself has a dropdown menu with "MEMBERSHIP" selected. Below this are input fields for NAME*, EMAIL*, SUBJECT*, and MESSAGE*. At the bottom of the form is a checkbox labeled "I'm not a robot" with a reCAPTCHA icon. The Windows taskbar at the bottom shows the system tray with a 100% volume icon and the date 25/05/2018.