

Ochil Hill Runners - General Data Protection Regulation (GDPR) – 25th May 2018

The new regulations protecting your personal data and your rights take effect from 25th May 2018.

What impact does GDPR have on OHR? In truth it makes very little difference to our club, however we now have to make clear the following:

- 1: Why we gather your personal data.
- 2: The data we hold and how we use it.
- 3: Who has access to this data
- 4: How long your personal data will be kept on record.
- 5: Security measures we take with your data.
- 6: Your data protection rights.

1: Why we gather personal data? We couldn't manage the club without your personal data therefore we have a legitimate interest in gathering it.

2: The personal data we hold and how we use it? OHR only hold your name, address, phone numbers, email address, gender, date of birth, emergency contact, and any skills you have that you feel may benefit the club (optional). We also ask if you are a member of any Athletics organisation and if you are a member of another running club. We require this information to communicate with you and also collect subscriptions each year. The club secretary and team captains may pass on your name, gender, age to a 3rd party for the purpose of entering members in team events. The Athletic membership details are used to select which members are available to enter restricted events.

It should be noted that we do not hold any bank details, we do not track cookies nor your IP address etc. The club does not share your data with any other business.

3: Who has access to this data? Your data can only be accessed by yourself, club captains, club secretary and system administrators. Information may be passed on to police or medical services if requested. As the membership database is currently held on servers administered by PaySubsOnline, it may on occasion be necessary for your details to be accessed by their IT staff.

4: How long will your personal information will be kept on record? Your data will be held on record for as long as you are a member of OHR. If your membership expires, your information will be held for up to a further 3 months, thereafter will be deleted from our online database.

5: Security measures we take with your data? Data is currently stored with PaySubsOnline. Additionally we take a monthly backup copy of the database. This copy is held by the membership secy on a password protected memory stick. We keep 12 months worth of data on backup.

6: Your Data Protection Rights? In terms of OHR holding your personal data, you now have the right to:

- a) know what data is being held on record and why
- b) have access to that data and verify it's accuracy
- c) be able to change that data
- d) to request the data be erased

Regarding data being erased, as previously mentioned, OHR will only hold your personal data on the database for not more than 3 months after your membership expires, thereafter it will be held on the backup copy of the database for a period of 12 months.

Anything else?

Parental consent. Parental consent is required for information we hold on anyone aged 16 or under. At present OHR do not have anyone aged 16 or under but if that should change, the junior membership account will be linked to their parent's membership account i.e. the parent will be able to access the data we hold on both accounts.

OHR organised races. OHR may publish an entrants name, club affiliation, race times and age category as part of the race results. We may pass this information on to any affiliated organisation for the purpose of insurance or to enable them to publish results. Other personal details gathered such as home and email address will only ever be used by OHR or passed on to the emergency services if requested. This data will never be sold. Any such data held by OHR can be deleted by request.

Future updates to the club's GDPR policy will be published in the members section on our club website.

You can find more information about the new regulations from the Information Commissioner's Office including the right to complain to the supervisory authorities. Contact details are on www.ico.org.uk

If you have any questions about how GDPR affects Ochil Hill Runners, please contact me and I'll do my best to answer. Just keep in mind I'm not a lawyer and we're trying to apply these new laws to the best of our ability.

Regards

Ron Martin.

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