**Privacy Policy**

**Essex County Athletic Association commitment to Privacy**

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**Introduction**

Essex County Athletic Association ("Association", "we", "our", "us") take the protection of the data that we hold about athletes, volunteers, coaches and officials seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (**Data Protection Legislation**).

Please read this privacy policy carefully to see how the Association will treat the personal information that you provide to us when we collect data from you (including via email). We will take reasonable care to keep your information secure and to prevent any unauthorised access.

The website is maintained by Essex County Athletic Association (**“Association”)**. For the purposes of data protection legislation, the Association is the data controller.

This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

**The information we collect about you**

We may collect the following information about you through our website:

* Your name, email address, postal address and any other information you voluntarily provide to us via our website and online forms.
* Your IP address (which is a unique identifier that computers and devices used to identify and communicate with each other) which is automatically recognised by the web server.

**The information provided to us**

In becoming a registered athlete, coach, official or volunteer, we may collect certain information about you which will include your name, date of birth, gender, URN number, email address, address, telephone number, names of the EA affiliated clubs that you are a member of and details of any coaching or officiating qualifications and licenses you hold (Athletics Data). You may also choose to provide us with other information on your online user profile (MyAthletics). Once registered, we may also access information from the Power of 10 and Run Britain about competitions you participate in (the date, name and venue of competitions, your personal results, records, rankings).

**How we use your information**

We may use your personal information for several purposes, including:

* Administer your involvement in Athletics and Running;
* To notify you about important updates and information about the membership or service you have paid for;
* To deal with your requests and enquiries;
* To contact you for reasons related to your enquiry;
* To use your IP address to monitor traffic and gather browsing behaviours of visitors to our websites. We will not use your IP address to identify you in any way;
* To create meaningful, actionable analysis on an anonymised basis.

**Our legal bases for processing your information**

Essex County Athletic Association key purpose it to encourage and enable participation in athletics at all levels (including participation of athletes, coaches, officials and supporters) and to enable those with high athletic talent to develop and fulfil their potential by creating and supporting competition and training opportunities.

Therefore, will process it on the basis of legitimate interest of administering your involvement in the sport of athletics to ensure the sport is running itself efficiently, with the minimum of bureaucracy and volunteer time.

To administer your involvement in Athletics:

* Administering and ensuring the eligibility of athletes, coaches and officials and others involved in the sport – this may involve the receipt of limited amounts of sensitive data in relation to disabled athletes or in relation to anti-doping matters;
* Ensuring compliance with the current Rules and Regulations including those on the affiliation of clubs, constituent bodies and registration of players;

This will include the following:

* The use of URN, name and date of birth via an API to check license validation at point of entry to athletics and running events;
* If you are club secretary or club official, we will provide essential information regarding your affiliation to Essex County Athletic Association;
* Providing relevant and necessary information via email, text, post to you about the following:
	+ Changes to rules and regulation;
	+ Updates to advice and guidance relating to specific roles held within athletics;
	+ Transactional information relating to representative teams, competition and events, coach and officiating licenses, road race licensing, courses, CPD events and qualifications.

Record keeping, research and analysis

* Maintaining records, in particular maintaining details of discipline and misconduct;
* Maintaining statistics and conducting analysis on the make-up of athletics and running participants;
* Communicating with you to ask for your opinion on Essex County Athletic Association initiatives and services

Sharing data

We may share your Athletics Data with the following bodies as part of the administration of your involvement in the sport and for purposes of delivering the tasks outlined above:

* UK Athletics
* Other home country athletics organisations – Wales, Scotland and Northern Ireland
* Selected members of the National Council
* Selected members of the 9 Regional Councils – London, South East, East, Yorkshire and Humber, North West, North East, South West, West Midlands and East Midlands
* Selected members of each County Athletics Association
* Selected members of each Area Athletics Association – Northern, Midlands and South of England
* County Officials Secretaries (CoFSECs)

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose, we will ask for your consent.

**Protecting your information**

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet.

**Third Party Links**

Our Site may, from time to time, contain links to and from the websites of other athletics and running organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

**Your rights**

**Finding out what information the Association holds about you**

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called data subject access requests. If you would like to make a subject access request, please contact us at email address essexaatreasurer@hotmail.com

You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any about the source or location of the information you are requesting.

**Right to be forgotten**

In certain circumstances you can request us to delete all information we hold which identifies you. You can make this request at gdpr@tiptreeroadrunners.com but please note we may be compelled to maintain your information due to specific legislative or regulatory requirements.

**Data corrections**

You have the right to require us to correct any inaccuracies in your data free of charge. You can also exercise this right at any time by contacting us at gdpr@tiptreeroadrunners.com and:

* providing us with enough information to identify you; and
* specifying the information that is incorrect and what it should be replaced with

**Data portability**

You have the right to request a copy of your personal data for you to reuse for your own purposes across different services. You can also exercise this right at any time by contacting us at gdpr@tiptreeroadrunners.com

**Data retention**

Any data that we collect from you will be deleted in accordance with timescales set out below:

|  |  |
| --- | --- |
| **Type of Data** | **Date of deletion** |
| Athletics Data | Four years after an individual has not played an active part in the sport. |
| URN, name and date of birth | This information will be anonymised after the four-year period referred to above. |
| Name where athlete has represented County at any level | For such time as the athlete represented County and for fifty years thereafter. |
| Coach and Official Data | For such time as an individual achieved a coach or official qualification and for fifty years thereafter. |

**Complaints and contacts**

If you have any concerns or complaints in relation to how the Essex County Athletics Association collects and/or processes your personal data, you should contact gdpr@tiptreeroadrunners.com

Please use the same details to contact us with regard anything included in the Privacy Policy.

If you are dissatisfied with how your concern/complaint is dealt with by Essex County Athletic Association, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

**Changes to our Privacy Policy**

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in June 2018.