

## Stone Master Marathoners (SMM) – Privacy Policy

Our website is maintained by SMM. For the purposes of data protection legislation, SMM is the data controller.

SMM is the owner of <http://www.stonemm.co.uk/>. We are committed to protecting your privacy and processing your personal data 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).

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. Our **Data Protection Statement** describes your rights as a data subject

### The information we collect about you

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

- Your name, date of birth, gender, URN number, email address, address, telephone number, emergency contact details, names of any EA affiliated clubs that you are a member of and details of any coaching or officiating licenses you hold. (Athletics Data).

### How we use your information

Depending upon the nature of your request to us we may use your personal information for a number of purposes, including:

- **If you email us with an enquiry** we may use your personal information to:
  - Contact you with a response to your enquiry.
- **If you apply for club membership**, we may use your personal information to:
  - Process your membership request and payments.
  - Share data with committee members.
  - Provide you with information about club sessions, competitions, activities, membership renewals, social events and key policy or governance changes.
  - Share and publish race and competition results.
- **If you participate in club events and club team events (training and/or races etc.)** we may use your personal information to:
  - Share data with club coaches or officials to enter and administer training sessions / events.
  - Share data with leagues, county associations and other competition providers for entry in their events.
  - Share **anonymised** data with a funding partner as condition of grant funding e.g Local Authority, County Sports Partnership.
  - Analyse **anonymised** data to monitor club trends.
- **Event Marketing Communication** (where separate consent is provided) we may use your personal information to:

- Send you information about promotions and offers from sponsors or third parties.
- Send you information about selling club kit, merchandise or fundraising.

## **Our Legal bases for processing your information**

- We will process your Athletics Data on the basis of the following legitimate interests:
  - To record your club membership and membership payment / renewal.
  - We will share your Athletics Data with England Athletics (as set out below)
- 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.
- When we collect information from you, we will obtain permission to send you information about our club-organised events.

Under certain conditions, SMM may be required to share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.

## **Protecting your information**

- 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.
- As a local club managed entirely by volunteers, the data that we collect from you is transferred via email. This means it will be held on various email file servers used by the club committee and key club communicators.
- Your data may be held in protected folders within the cloud (Wordpress/WooCommerce and Mailchimp). This storage has inbuilt security and access is restricted to – and controlled by – the management committee.
- Where practicable, we protect your data via password-protection of file attachments.
- 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.
- We will not transfer your data outside of the European Economic Area without appropriate safeguards.

## **England Athletics**

When you become a member of or renew your membership with SMM you will automatically be registered as a member of England Athletics (EA). We will provide EA with your personal data which they will use to enable access to an online portal for you (called myAthletics).

EA will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

## Finding out what information SMM 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 subject access requests. If you would like to make a subject access request, please email: [secretary@stonemm.co.uk](mailto:secretary@stonemm.co.uk).

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

## Data Retention

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

- **Athletics Data:** Three years after an individual has not renewed their membership
  - **Published race results and Club Records:** Indefinitely
- Note: race results are published and freely available online from many sources.

## Website Cookies

### What are cookies?

A cookie is a piece of text that a website transfers to your computer's hard disk in order to remember who you are. Cookies interact with your computer and our website faster and easier by remembering the registration details and preferences from previous visits.

Typically, a cookie will contain the name of the website from which the cookie has come, the lifetime of the cookie and a value. The use of cookies does not give us access to the rest of your computer and only the site that created the cookie can read it.

SMM will not use cookies to collect personally identifiable information about you. The cookies used do not track your Internet usage after leaving our website and do not store your personal information. They will not be used in connection with any other information to identify you in any way.

By continuing to use this site you consent to the relevant cookies being set on your device.

### Automatically collected access information

- Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using; and the date and time of access.
- Nonessential technical information: the Internet address of the web site from which you linked directly to our web site, and the "cookie information" described below

This website uses the following types of cookies:

1. Session cookies – these are temporary cookies that remain in the internet browser's folder of your computer until you close the browser. Our website uses a session cookie

which is stored in your browser until you close it to ensure connections to our servers are distributed evenly to provide optimal performance.

2. Persistent/Permanent cookies – these remain in the internet browser's folder of your computer for longer than the time you are visiting this website. We need to use a cookie to remember your refusal of our use of cookies. This cookie does not store any other information and is not used for any other purposes. If you delete your browsing history including cookies you will delete this cookie and will therefore need to readjust your browser setting again.

### **Can I opt out of cookies?**

Yes you can restrict or block the cookies which are set by our websites, and you can do so by accessing your Internet browser settings. The 'Help' function within your browser should tell you how.

For general information about cookies and how to disable them, please visit: <http://www.aboutcookies.org> or <http://www.allaboutcookies.org>

However, please be aware that restricting cookies may impact on the functionality of the websites you visit. For information on how to manage cookies on a mobile phone, games console or internet-enabled television, you should refer to the operations manual specific to each device.

### **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 May 2018.