

USK RUNNERS PRIVACY POLICY RELATING TO PERSONAL DATA (Last amended 25 August 2018)

This privacy policy (this "Policy") sets out what happens to any personal data that you provide to Usk Runners (based at Usk Millennium Building Usk Athletic Club, Mill Street, Usk, NP15 1AW, Monmouthshire, Wales, United Kingdom) and how we will collect, process and protect any information that you give to Usk Runners. It is effective from 25 August 2018

Any reference to "YOU" refers to you, the member of Usk Runners and the user of the associated website. Any reference to "Usk Runners" or "we" refers to us, Usk Runners.

Data Protection

There is reference in this Policy to the following:

(a) "Data Protection Law" means the Data Protection Act 1998 (until repealed), the Data Protection Directive (95/46/EC) (until repealed) and, from 25 May 2018, the General Data Protection Regulation 2016/679 ("GDPR") or any equivalent provision which may replace the GDPR following the formal political separation of the United Kingdom from the European Union, and all applicable laws and regulations which may be in force from time to time relating to the processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner or any other supervisory authority, and the equivalent of any of the foregoing in any relevant jurisdiction; and

(b) "Personal Data", "Data Controller", "Data Processor", "processing" and "Information Commissioner" shall have the meanings given to them in applicable Data Protection Law.

For the purposes of applicable Data Protection Law, we (Usk Runners-as an entity) are a Data Controller and therefore we are responsible for, and control the processing of, your Personal Data in accordance with applicable Data Protection Law. "Personal Data" has a legal definition but, in brief, it refers to information from which a living person can be identified. Such information must be protected in accordance with applicable Data Protection Law.

What information we collect

In running and maintaining our website, we may collect and process the following information about you which may constitute Personal Data

- information about your use of our website, including details of your visits such as pages viewed, the resources that you accessed, and other technical information including IP address, operating system, browser type and related information regarding your visit to and your interactions with our website;
- information provided voluntarily by you through membership or through website, such as your name, address, date of birth, gender, email address, emergency contact details, previous running clubs and your Welsh Athletics registration number.

- other contact information that you provide when you communicate with us, such as your email address and any other digital/communication contact details

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we collect from you. These include data minimisation procedures, whereby we will only collect Personal Data that we need and will only hold this for as long as we need to hold it in order to process it in line with this Policy. However, if required we will be entitled to hold Personal Data for longer periods in order to comply with our legal or regulatory obligations.

Unfortunately, the sending of information using the internet is not always totally secure and on occasion, such information can be intercepted. We cannot guarantee the security of any data that you choose to send to us electronically and you agree that if you do this, it is entirely at your own risk.

Where Usk Runners engage with third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

Legal basis for processing your Personal Data

From 25 May 2018, under applicable Privacy and Data Protection Requirements we may only process your Information if we have a "legal basis" (i.e. a legally permitted reason) for doing so. For the purposes of this Policy, our legal basis for processing your Information is (subject to your rights set out below under in "Controlling your personal information – Your rights")

- the legitimate interest of providing information and/or services to you and other members of Usk Runners
- where we have a legal obligation
- where you have given your consent

What we do with the information that we collect

We require the information that we collect so that we can contact you about the website and share information and in particular for the following reasons:

- our own record keeping;
- to process any communications you send us and to respond to your queries by email/digitally/in writing, using the contact details that you have provided;
- to customise the website according to your interests and preferences and to ensure that content from the website is presented in the most effective manner for you and for your device;
- for administration, maintenance and improvements of the Website;

- to investigate and address any comments, queries or complaints made by you or other members of Usk Runners pertaining to personal data we hold; and
- to comply with our legal obligations, including obligations relating to the protection of Personal Data.

How long we will retain your data

We will only collect Personal Data that we need and will only hold this for as long as we need to hold it in order to process it in line with this Policy. However, if required we will be entitled to hold Personal Data for longer periods in order to comply with our legal or regulatory obligations.

We will review the data retention requirements on an annual basis (at the AGM) and ensure any information that can be deleted is deleted at this point.

We will be flexible enough to allow for early deletion of data if appropriate. For example, if we are not actually using a particular record/data.

Disclosure of your information

We will not disclose your personal information to any other party other than in accordance with this Policy and in the specific circumstances set out below:

- where we are legally required by law or judicial order to disclose it
- to further protection against fraud and to reduce the risk of fraud.
- **third party disclosure**-we will share information below for the reason stated:

Category of sharing	Why we share the information
Athletics governing body (Welsh Athletics) <ul style="list-style-type: none"> • the details submitted on your Membership Form 	This allows you to: <ul style="list-style-type: none"> • Become a member of Welsh Athletics and issuance of a membership number • Gain discount on entry to various race events organised with Wales
Race Organiser(Gwent Leisure Centre League) <ul style="list-style-type: none"> • If you participate only-your name, age and gender 	This will allow you to: <ul style="list-style-type: none"> • gain comparative information about your performance in the overall and age ranged groups statistics that they supply

We may disclose aggregated, anonymous information (i.e. information from which you cannot be personally identified), or insights based on such anonymous information, to selected third parties, including (without limitation) analytics and search engine providers to assist us in the improvement and optimisation of our website. In such circumstances we do not disclose any information which can identify you personally.

Cookies: How we use cookies

A cookie is a small file which asks permission to be placed on your computer's storage

media. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages on our website are being used. This helps us analysing data about web page traffic and improve our website in order to tailor it to the needs of users. We only use this information for statistical analysis purposes and then the data is removed from our systems.

You can set your system not to accept cookies if you wish (for example by changing your browser settings so cookies are not accepted), however please note that some of our website features may not function if you remove cookies from your system. For further general information about cookies please visit www.aboutcookies.org or www.allaboutcookies.org.

Links to other websites

Our website may contain links to enable you to visit other websites more easily. However, once you have used a link to leave our site and to navigate to another website, we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting another website via one of our links. Such websites are not governed by this privacy policy. We advise you to exercise caution and to read carefully the privacy statement applicable to the website in question.

Controlling your personal information – your rights

If you are an individual, this section sets out your legal rights in respect of any of your Personal Data that we are holding and/or processing. If you wish to exercise any of your legal rights you should put your request in writing to us to <https://www.usk-runners.co.uk> giving us enough information to identify you and respond to your request.

(a) You have the right to request information about Personal Data that we may hold and/or process about you, including: whether or not we are holding and/or processing your Personal Data; the extent of the Personal Data we are holding; and the purposes and extent of the processing.

(b) You have the right to have any inaccurate Personal Data we hold about you be corrected and/or updated. If any of the Personal Data that you have provided changes, or if you become aware of any inaccuracies in such Personal Data, please let us know in writing giving us enough information deal with the change or correction.

(c) You have the right in certain circumstances to request that we delete all Personal Data we hold about you (the 'right of erasure'). Please note that this right of erasure is not available in all circumstances, for example where we need to retain the Personal Data for legal compliance purposes. If this is the case we will let you know.

(d) You have the right in certain circumstances to request that we restrict the processing of your Personal Data, for example where the Personal Data is inaccurate or where you have objected to the processing (see below).

(e) You have the right to request a copy of the Personal Data we hold about you and to have it provided in a structured format suitable for you to be able to transfer it to a different data controller (the 'right to data portability'). Please note that the right to data portability is only available in some circumstances, for example where the processing is carried out by automated means. If you request the right to data portability and it is not available to you we will let you know.

(f) You have the right in certain circumstances to object to us processing your Personal Data. If so, we shall stop processing your Personal Data unless we can demonstrate sufficient and compelling legitimate grounds for continuing the processing which override your own interests.

(g) You have the right in certain circumstances not to be subject to a decision based solely on automated processing, for example where a computer algorithm (rather than a person) makes decisions which affect your contractual rights. Please note that this right is not available in all circumstances. If you request this right and it is not available to you we will let you know.

Complaints

If you have any concerns about how we collect or process your Information then you have the right to lodge a complaint with a supervisory authority, which for the UK is the UK Information Commissioner's Office ("ICO"). Complaints can be submitted to the ICO through the ICO helpline by calling 0303 123 1113. Further information about reporting concerns to the ICO is available at <https://ico.org.uk/concerns/> .

Changes to this Policy

Usk Runners may make changes to this Policy from time to time. By continuing to use our website after any changes to this Policy have been made, you will be deemed to agree to such changes and to adhere to this Policy as then in force. It is your responsibility to check this page from time to time to ensure that you are happy with any changes to this Policy. If you do not agree to any change to this Policy then you must immediately stop using our website and inform the Usk Runners (Data Controller) so that Usk Runners can take appropriate action relating to your personal data. This Policy was last updated on 25 August 2018.