

PRIVACY POLICY



England Athletics Limited's commitment to privacy

Introduction

England Athletics Limited ("EA", "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 EA will treat the personal information that you provide to us either when using this website (www.englandathletics.org), portal (the "MyAthletics Portal") or in other circumstances 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 England Athletics Limited (EA). For the purposes of data protection legislation, EA 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 will 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 licences you hold (Athletics Data). Where you are registered through an affiliated club, they will collect your details and pass them to us to be able to register you. We will also collect the full name, address and telephone numbers of two emergency contacts nominated by you. You may also choose to provide us with other information on your online user profile (MyAthletics). Once registered, we will also may 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 fulfill a contract with you if you become a registered athlete;
- 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

England Athletics 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;
- The transfer of registered members from one club to another. You will maintain the same record, but the club name associated with the record will change.
- If you are club secretary or club official, we will provide essential information regarding your affiliation to England Athletics;

- There is an administration portal where a selected number of staff can access data to help to respond to queries, update data and perform necessary administration activity;
- 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 club affiliation and transfers athlete registration, representative teams, competition and events, coach and officiating licenses, road race licensing, courses, CPD events and qualifications.

Record keeping, research and analysis

- Maintaining records of the game as played in England, 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 EA initiatives and services

Website personalisation

- Providing access to all the relevant services that you have access to as a registered athlete through a single sign on service.
- Providing you with personalised information about your participation in Athletics and Running through the myAthletics portal/ dashboard.

Athlete registration

In relation to athlete registration specifically we also have a contractual obligation to you as a member to provide the service you are registering and paying for. Therefore, we may contact you about:

- Important information about the services and exclusive benefits that form part of the athlete registration scheme that you are paying for.

Sharing data

If you become a registered athlete, club official or volunteer, 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)
- Third party data managers who support EA in managing the sport

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.

EA may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.

If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that EA is legally obliged to disclose it.

This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

Marketing

When we collect information from you, we will tell you if we would like to send you information about our products and services, prize draws and competitions and information from sponsors. We will give you the opportunity to opt in to any such communications and will tell you how you can opt-out at any time. This will be through your myAthletics portal.

Where you have opted in to additional communications and marketing in your subscription preferences section of your myAthletics portal we will process your Athletics Data on the basis of consent. When this policy is first issued we will have communicated to you about the changes and will have set your preferences to ensure you do not receive any marketing communication that you have not consented to after 25th May 2018.

EA may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.

If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that EA is legally obliged to disclose it.

This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

Protecting your information

The data that we collect from you may be transferred to a destination external to EA's own secure network. We will not transfer your data outside of the European Economic Area.

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. We use up-to-date industry procedures to protect your personal information. We also protect the security of your data using Secure Sockets Layer (SSL) encryption technology.

Email Sending Provider (ESP)

We may use a third-party provider to deliver our regular communications. If you consent to us sending you our monthly e-newsletter, we will let you know who the third-party provider is at that time. We gather statistics around email opening and clicks using industry standard technologies including clear images to help us monitor and improve our e-newsletter.

Surveys

We may carry out surveys using a third-party provider. We will not transfer any data to a third party for research purposes. In each survey, we will clearly tell you what data we are

collecting and provide a link to terms and conditions for any incentives offered to take part in that survey. We do not link any other information about your browsing activity with the survey data, which is stored separately. All survey data will be anonymised.

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 EA 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 dataprotection@englandathletics.org or write to us at:

Data Protection
England Athletics Limited
Athletics House
Alexander Stadium
Walsall Road
Perry Barr
Birmingham B42 2BE

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.

Service and marketing messages

If you are currently receiving service messages or marketing communications from EA and no longer wish to do so, please update your privacy settings by visiting the myAthletics portal.

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 any time by emailing dataprotection@englandathletics.org 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 dataprotection@englandathletics.org 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 dataprotection@englandathletics.org

Data retention

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

Type of Info	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 their country at any level	For such time as the athlete represented their country 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 EA collects and/or processes your personal data, you should contact the EA Athletics data protection officer in the first instance: who will direct any concerns or complaints to the individual Athletic Governing Body

Data Protection
England Athletics Limited
Athletics House
Alexander Stadium
Walsall Road
Perry Barr
Birmingham B42 2BE

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 England Athletics, you have the right to report your concern/complaint to the Information Commissioners Office (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 on in April 2018.