



Lingfield Running Club Privacy Policy

Lingfield Running Club (LRC) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, LRC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

Contact Details

For further information about this privacy notice and your rights under it, please email: membershipsecretary@lingfieldrunningclub.co.uk

What Information We Collect

Types of personal data

We may collect information about you when you complete and submit the membership form, submit queries via our website or social media platforms; or where you participate in discussion boards on our website or social media platforms; or if you scan any club QR codes; or you complete and submit forms at an event; or when you correspond with us by phone, e-mail; or otherwise.

The types of information we may collect about you include:

- Your title, first name, surname and contact details including home address, email address and contact numbers; your gender and date of birth (Athletics Data)
- Emergency contact details
- Photographs or video recordings
- Dietary information (including allergies and health conditions)
- Records of meetings and decisions
- Payment details (including card or bank information for transfers and direct debits)
- Details of EA affiliated Clubs
- Health information (including medical conditions, test results, allergies, medical requirements and medical history)
- Information relating to health and safety (including incident investigation details and reports and accident book records)
- Correspondence, including complaints and queries

Why we need your personal data

The reason we need your personal data is to be able to administer your membership, and provide the membership services you are signing up to and would reasonably expect to receive when you register as a member with LRC.

Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for. In addition, certain processing activities are for LRC legitimate club purposes because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone.

As part of your membership with LRC, we may process your data for the following purposes:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events; and
- sharing personal data with leagues, county associations and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending club surveys from time to time to improve member experience.

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events or fundraising events;
- sharing the club newsletter and promoting club activity;
- publishing of club race and competition results, including age band rankings and gender;
- posting images from races and events attended by LRC members on the LRC website and social platforms; and
- to deal with queries or complaints.

To facilitate and publish the results of running events entered by members and non-members

We retain your Athletic Data and images to facilitate and publish the results of running events that LRC holds or events entered by our members. This information is necessary for our legitimate interests as a community-led club. We need the ability to publish and store the results, rank individuals, challenge results after the specific event and keep a historic log of this data all for the purpose of staging the event(s) and for archival and historic research. This also allows participants to rank themselves against other participants. This data is kept in perpetuity.

For promoting club membership for the benefit of its members

LRC maintains social media pages on Facebook, Instagram, X, as well as participating in community-driven web pages and newsletters. We may amend these platforms from time to time. All members are free to join these pages (if applicable). If you join one of the social media pages, please note that each provider of the social media platform(s) has its own privacy policy and that LRC does not accept any responsibility or liability for these policies or for the content you post. Please check these policies before you submit any personal data on LRC's social media pages. Please also read our policy on the expected behaviours of our club members when posting comments or sharing information which is available on our website.

In addition, we may upload photos of LRC activities, runs and events to promote LRC for the benefit of its current members, and to encourage new membership. Consent is provided at the time of submitting your membership unless you have indicated otherwise. You may withdraw consent for LRC to use your image at any time by contacting us on the email at the beginning of this Privacy Policy.

Marketing and communications (where separate consent is provided)

As a club, we receive information from third parties. We may process your information for the following purposes but only where we have your separate consent to do so. Your consent is our lawful basis for processing your information and may be withdrawn at any time by contacting us on the email address at the beginning of this Privacy Policy.

- sending information about third party promotions and offers; and
- sending information about non-club related kit, merchandise or fundraising.

Special category health data

We may collect, use and share health or medical information about you where your physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability. We will not retain any special or sensitive personal data for any longer than is necessary for the purpose it was collected.

Non-member information

In addition to the information collected from participants in LRC race events, on occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event or participates in an LRC running event). This information will be stored for 30 days after an event and then destroyed. In this instance, our lawful basis for processing data is consent. Therefore, we will need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

We will also retain any emergency contact details you provide for as long as you are a member of LRC. Our lawful basis for collecting, storing and processing this data is for your vital interests in the event of an injury or accident. This information will be deleted once you cease to be a member of LRC.

Who we share your personal data with

When you become a member of or renew your membership with LRC we register your details with England Athletics Limited (EA) as a club member, even if you choose not to join EA itself. We will provide England Athletics with your Athlete Details which they will use to enable access to the MyAthletics portal. England Athletics will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. 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.

Joining Lingfield Running Club also entitles you to membership of the Victoria Sports and Social Club (VSSC), at no extra cost. This entitles you to use the club facilities (including the car park, bar and toilets) whenever you wish. We will give your name (only) to the VSSC.

Email Sending Provider (ESP)

We may use a third-party provider (MailChimp.com) to deliver the club Newsletter or other email communications. When you submit your membership form, you are also consenting for us to send you our Newsletter as this is the primary way in which we will communicate club news and upcoming running events to you. The third-party providers each have their own privacy policies. You can unsubscribe from the Newsletter at any time. We may also gather statistics around email opening and clicks using industry standard technologies

including clear images to help us monitor and improve our Newsletter.

The Club does not supply any personal data it holds for this purpose to any other third party.

How long we hold your personal data

We will keep any non-LRC member information for the retention periods set out above.

In line with England Athletics Limited's retention policy, all LRC member information will be retained for four years after you cease to be a member. Thereafter, we will delete your information from LRC's files. You are responsible for letting us know if your information changes at any time and for keeping your personal data up to date on your MyAthletics portal at England Athletics. Your data is not processed for any further purposes other than those detailed in this policy.

Transfer outside of the UK

LRC's data processing does not require your personal data to be transferred outside of the UK.

Your rights regarding your personal data

As a data subject you have certain rights in relation to the treatment of your personal data. These rights vary depending on the legal basis for which they are used by us. Your rights may include the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; and to the portability of your personal data.

The Information Commissioner's Office (ICO) is the UK's data protection supervisory authority. For more information about your rights in relation to your personal data, please refer to the following pages on the ICO website <https://ico.org.uk/for-the-public/>.

As a data subject you are not obliged to share your personal data with LRC. However, if you choose not to share your personal data with us we will not be able to register or administer your membership.

Complaints

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this Privacy Policy.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO via their website <https://ico.org.uk/make-a-complaint/>.

Last updated: 15 January 2025