

DUMFRIES RUNNING CLUB

Privacy Notice For Members & Jogscotland Participants

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club, or if you are a Jogscotland participant. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the Dumfries Running Club.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Data Protection Compliance Manager has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- details of next of kin and emergency contacts;

SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about any medical condition

WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club through the Entrycentral website or on registering for Jogscotland.

If you are providing us with details of next of kin and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect

it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it.

CONTACT WITH YOU

Email: from time to time, we may contact you by email with information about events and club kit we believe you may be interested in.

We will only send email messages to you in accordance with the preferences you set. You can then let us know at any time that you do not wish to receive messages by emailing us at unsubscribe@dumfriesrunningclub.org.uk You can also unsubscribe from our messages by clicking on the unsubscribe link in the email messages we send to you.

DISCLOSURE OF PERSONAL INFORMATION

We share personal information with the following parties

To any governing bodies or regional bodies for the sports covered by our club: to allow them to properly administer the sports on a local, regional and national level.

- **To newspapers and results websites:** to allow them to publish race results

HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you by us by using the details set out in the "**Contacting us**" section below.

YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;

- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider;

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email contact@dumfriesrunningclub.org.uk

Version 2 Dated January 2019