



## **Data Awareness**

**Committee Members, coaches, & team leaders**

**2021 / 2022**

It is important that all those involved in the management and operation of the club are aware of the importance of maintaining privacy of information of members of the club and the uses to which club members personal information can be put. The club is affiliated with the UKA and takes guidance and advice from both the UKA and England Athletics in many respects including data protection and safeguarding.

The club's privacy policy states clearly that members personal information will only be used for club purposes and will not be passed to any 3<sup>rd</sup> party except for specified purposes.

The England Athletics definition of uses of members personal information is as follows :

### Training and competition entry

- Sharing data with club coaches or officials to administer training sessions

- Sharing data with club team managers to enter events

- Sharing data with facility providers to manage access to the track or check delivery standards

- Sharing data with leagues, county associations (and county schools' associations) and other competition providers for entry in events

### Membership and club management

- Processing of membership forms and payments

- Share data with committee members to provide information about club activities, membership renewals or invitation to social events

### Publishing of race and competition results

### Marketing and communications (where separate consent is provided)

- Sending information about promotions and offers from sponsors

- Sending club newsletter

- Sending information about selling club kit, merchandise or fundraising

Use of members information outside of the above areas is strictly forbidden. The club deliberately limits day to day access to personal data to that which is required to satisfy the above needs. Committee members have access to a private web page which lists current and recent members (i.e. those who are due to renew their subs) including name, gender, date of birth and e-mail address. Other information can be provided where necessary by the clubs Data Controller.

If a member asks to be put in touch with another member then rule is that the email or mobile of the person requesting contact are passed to the other member for them to make contact if they so wish, the other members details are not passed to the requestor without specific permission.

I confirm that I understand the importance of the privacy of members information and that as a committee member and or leader it is my express responsibility to ensure that the club takes data protection seriously.

I confirm that my own use of any member information that I access from the club database will be limited to that required for club 'business' such as organising events, collating results, membership renewals etc

Name / Role / Date / Signature