

Newcastle Frontrunners

DATA PROTECTION POLICY

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About us

Newcastle Frontrunners (NFR) is a Newcastle based amateur sports club specialising in road running and cross country. NFR aims to promote running specifically in the lesbian, gay, bi, and trans + communities. NFR is affiliated with the sports national governing body England Athletics (EA) and as a charity with the Charities Commission. Our EA affiliation number is 7692236, our Charities Commission registration number is 1146403.

What data we collect

As a NFR member

In becoming a member of NFR, 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 licenses you hold (Athletics Data).

At registration with the club we will also collect your next of kin name and contact telephone number, and any serious medical condition that you feel the club should be aware of (Safety Data).

At registration and during the course of your membership the club will create and hold additional information about you: your photograph, your preferred methods of contact and details of these (eg email address, social media usernames), your consent for us to take and use images and videos for posting to social media/marketing materials (closed and/or public). We may also ask your preferred clothing sizes for ordering club kit (Communication and Preferences Data).

During your membership the club may record your attendance at club related events, your performance, and finishing times for club organised timed events. In addition we may record any qualifications relevant to running/charity administration you have or achieve (Training Data).

As a non-member

We may collect non-personal identification information about website users whenever they interact with our website including using 'cookies'. Non-personal identification information may include the browser name, the type of computer and technical information about users means of connection to our website, such as the operating system, IP address, the Internet Service Providers utilised, and other similar information (Website Data).

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. Blocking all cookies will, however, have a negative impact upon the usability of our website. Here is a guide to removing cookies:

<https://privacypolicies.com/blog/how-to-delete-cookies/>.

We may collect personal identification information from users in a variety of ways, including, but not limited to, when users register on our website, enter an NFR organised race, offer a donation, place an order, subscribe to a newsletter, respond to a survey, fill out an enquiry form, and in connection with other activities, services, features or resources we make available on our website. Users may be asked for their name, email address, postal address, phone number, running club or group affiliation, next of kin information, serious medical conditions, t-shirt size. At NFR organised races we may have photographers who will photograph or video runners. (Race and Feedback Data).

We will collect personal identification information from users only if they voluntarily submit such information to us, or give permission to a third party to pass their information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain activities for example some data is mandatory to enable safe participation in certain activities. We may use a third party contractor, for example race entry collection and administration, this will be highlighted at the point of race entry with a link to their privacy policy.

Note: where payment is required, this payment data is not collected, processed, or stored by NFR. We use PayPal for this purpose. Paypal's privacy policy can be found at: <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>.

Why we collect data

Website Data

We use non-personal identifiable data via our own web platform and via Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at:

<https://www.google.com/privacypolicy.html>.

Race and Feedback Data

We collect non-member personal identifiable data to communicate with potential members, administer races, and review and analyse feedback data to improve future events. With your explicit consent your data including race results may be passed on to third party result aggregators to allow you and other athletes to compare times. At NFR events we may have photographers and photos/videos of the race may be published on social media, our website, and used in our marketing materials.

Athletics Data

We will collect and process your Athletics Data for the purposes of administering your involvement in the sport/leading club sessions and registering you as a member of EA. It is a club requirement for all our members to be registered with EA, and at the time of joining the club your Athletics Data will be passed on to EA. We will process it on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member and to administer the sport.

Once you are a member of NFR you can maintain your Athletics Data held by EA by logging into the myAthletics portal: <https://www.englandathletics.org/myprofile>.

Safety Data

We collect next of kin and significant medical information in order to allow safe participation in club activities.

Communication and Preferences Data

We collect your communication and other preference data to allow you to interact with the club effectively.

Training Data

We will also record your participation and training results during club related events in order to monitor your improvement as an athlete. In addition we may maintain a list of any qualifications related to running which you choose to disclose or gain through your membership of NFR.

Use and sharing of your data

- Registration with England/UK Athletics
- Enabling coaches and volunteers to administer training sessions: sharing data with club team managers to enter competitions and events, sharing data with leagues and county associations and other competition providers for entry in to events.
- Funding and reporting: anonymised data shared with funding partners e.g. local authority, anonymised data to analyse club trends.
- Membership and club management: processing of membership forms & payments, share data with committee members and nominated individuals to provide information about club activities, membership renewals or invitation to social events, publishing of race & competition results, website management.
- Communications: disseminating club news, sending out information about club kit and fundraising, informing you of club meetings, dealing with requests and enquiries.

How long we will keep data

Website Data: for a period of 5 years to help analyse trends over time.

Race and Feedback Data: race entry and feedback data for a period of 3 years except for race results which will be retained for up to 60 years as a record over a running lifetime.

Athletics Data: we will retain your data for such time as you are a member of NFR. If you resign from the club, or are removed for any other reason, then your data is retained on our membership system for a period of 3 years. We retain for this period in case you might rejoin.

Safety Data: for the period you are an active member.

Communication and Preferences Data: for the period you are an active member, and then retained for a period of up to 3 years once left the club. We retain for this period in case you might rejoin.

Training Data: for the period you are an active member, and then retained for a period of up to 3 years once left the club. We retain for this period in case you might rejoin.

Your rights

You have the following rights under data protection legislation:

1. to access a copy of the information comprised in your personal data;
2. to object to processing of your personal data that is likely to cause or is causing damage or distress;
3. to prevent processing for direct marketing;
4. to object to decisions being taken by automated means;
5. in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed; and
6. can seek redress for a breach of data protection legislation.

Sharing and viewing your data

Our default position is that data is not shared without your explicit consent, and that it is limited to only those who need access to that data for a legitimate purpose, and transferred in a responsible manner.

Website Data: shared with Google Analytics (website analytics) and 34SP.com (web host), this data is viewable by the NFR Committee and aggregated anonymised data may be shared in reports to members or our public annual report.

Race and Feedback Data: this data will be viewable by the NFR Committee and nominated event organisers. NFR organised race results (name, age category, gender, club affiliation) are shared with EA and our race timing operators StuWeb.com. This data is then made

available on third party result aggregators such as <http://www.thepowerof10.info>. We use Google Drive to store race and feedback data. Anonymous feedback will be collected using Google Drive form/spreadsheet. Anonymised feedback data may also be used in public marketing materials. Photographs and videos of those participating in NFR organised events may be shared publicly on social media, on our website, and in marketing materials including Mailchimp.com, Facebook.com, Twitter.com, Flickr.com, Instagram.com, Vimeo.com, Youtube.com. We use software to process photographs and videos including iMovie.

Athletics Data: NFR share this data with EA as a requirement of membership, and may share your Athletics Data with associated EA athletics partners such as Home Country Athletics Organisations, selected members of the National Council, Regional Councils, County Athletics Association and / or Area Athletics Association and third- party data managers that we appoint as data processors as part of administering your involvement in sport.

Safety Data: this will be viewable by the Secretary, or those appointed to undertake membership administration on behalf of the Secretary. Additional explicit consent will be sought to share this data with the NFR Committee, NFR Coaches and Leaders if deemed necessary for your safe participation in sessions. In a medical emergency it may be necessary for your immediate safety for this data to be passed on to first responders or a first-aid trained member.

Communication and Preference Data: this will be viewable by the Secretary, or those appointed to undertake membership administration on behalf of the Secretary. You may be asked for explicit consent to use this data for purposes related to the running of the club from time to time eg for a private members directory or photographs of sessions shared within private club forums. We use common social media platforms eg Facebook, Twitter, Flickr, and email tools such as Mailchimp.

Training Data: this will be viewable by the NFR Committee, Training Coordinator, Coaches and Leaders

Data storage

We use online platforms for the storage and processing of the above data, these include:

- 34SP.com, our web host based in the UK
- EA's MyAthletics portal based in the UK
- StuWeb.com based in the UK
- Paypal, Dropbox, Mailchimp, Google Products and Google Mail based in the USA
- Facebook, Twitter, Vimeo, Youtube, and Flickr based in the USA
- Data may be sent my email using Google mail servers, 34SP.com, or Mailchimp mail servers. In addition some data may be sent using the personal devices of members via apps such as SMS, iMessage, Whatsapp, Facebook messenger.
- Some data may be kept in paper form, for example members who joined using a paper membership form. This is kept at the Secretary or nominated individual's home.

Some of our third-party data processors are based outside of Europe, and therefore your data may leave the EU. We use companies that are signed up to Privacy Shield which is an international framework for data transfers and applies to US companies doing business with European data.

We take measures to protect your data including SSL-enabled websites, well known and established hosting platforms, password protection, and limiting access to only those who require access to your data.

Privacy policy

All of the personal data we collect from you will be collected, stored and processed in accordance with the terms of NFR's privacy policy:

- The EA online portal, our online members' portal hosted on 34SP.com, Dropbox, and Google Products form the main data repository for Athletics Data, for the club. Passwords for this are known to the NFR Committee or those appointed to undertake membership administration on behalf of the Secretary, and leaders/coaches or nominated volunteers.
- Membership application forms will be retained in paper form in a secure location in the Secretary's or a nominated individual's home address.
- Paper copies will be used as a backup in case of EA portal failure.
- Paper based data will only be moved for the purposes of transferring to a new Secretary.
- Email addresses will be stored within the contacts section of the club database and Mailchimp for the purpose of communicating to members. Bcc will be used for global club communications to preserve confidentiality of individual members' email addresses. Password for accounts are known only to those who the NFR Committee deem should have access. Where members give explicit consent for their email to be shared with others eg as part of a working group then BCC need not be used.

Protecting your information

The data that we collect from you is stored on NFR's membership system which is in turn hosted by Dropbox, Google Products, and our own website platform hosted by 34SP.com. Access to the data is password protected, and limited to a small number of designated administrators - administrators are reminded to use strong passwords, and use two factor authentication where possible. We also protect the security of your data using Secure Sockets Layer (SSL) encryption technology where possible.

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.

Finding out what information NFR holds about you, or asking for changes/removal

Under the Data Protection legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the club's Data Protection Officer:

NFR Secretary
Newcastle Frontrunners
% Gosforth Pool
Regent Farm Road
Newcastle upon Tyne NE3 3HD

In addition if you believe the information we hold on you may be inaccurate or you wish to have your data deleted please contact the Data Protection Officer at the above address.

Complaints

If you have any concerns or complaints in relation to how NFR collects and/or processes your personal data, you should contact the club's Data Protection Officer in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by NFR, you have the right to report your concern/complaint to the Information Commissioner's Office (www.ico.org.uk).

Changes to our Data Protection Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in May 2018 and is due for review in April 2021.