



Queens Park Harriers Privacy Policy

Our contact details

E-mail: membership@queensparkharriers.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Name
- Email Address
- Phone Numbers
- Postal Address
- Gender
- Date of Birth
- Place of Birth

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Becoming a member of the Club.
- Race entry submission.

In addition, we may receive the following information from race organisers, in line with their Privacy Policies:

- Record of race participation and results.

We use the information that you have given us in order to:

- Contact you regarding official club business, including, but limited to:
 - When and where training sessions will be offered, and how to take part.
 - Upcoming races in which the club will participate.
 - Any changes to membership and club rules.
- Organise and allocate booked training sessions.
- Create your England Athletics Account.
- Enter you in races, at your explicit request.
- Supply you with purchased merchandise, at your explicit request.

In addition, records of race participation and results may be kept, if regarded as public information, as a matter of historical interest with respect to the club's past performances.

We may share this information with:

- England Athletics
 - When you become a member of or renew your membership with Queen's Park Harriers you will automatically be registered as a member of England Athletics.
 - We will provide England Athletics with your personal data (Name, Address, Date of Birth) which they will use to enable access to an online portal for you (called myAthletics).
 - England Athletics will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings).
 - 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.
- Willesden Sports Centre
 - When you become a member or renew your membership with Queen's Park Harriers, we may pass your details (Name, Date of Birth) on to Willesden Sports Centre so that they may create a membership account and issue you with a card that grants you access to the Centre.
- Race Event Organisers
 - At your request, when you enter a race as a club member, we may pass on your details (Name, Gender, Date of Birth, Place of Birth) to the race organisers so that they may register you as a competitor.
 - Information beyond that which we hold about you may be required by the race organisers, though this additional information will not be stored by the club beyond the submission of the entry.
- NHS Test and Trace
 - Data will be supplied as requested by the NHS, including contact details and the statement of attendance to particular sessions.

In addition, race results and photographs may be published in:

- Club Newsletters
- The Queens Park Harriers website

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

We have a contractual obligation.

Since a record of membership is required in order to manage your membership of the club, and this includes the ability to identify and contact you directly on matters regarding that membership, the storage of your Name, Email, Email Address, Phone Numbers and Postal Address are a requirement of the contract we hold with you.

Since the membership of the club requires a club generated membership of England Athletics, and that membership requires Date of Birth and Gender, the storage of this information is a requirement of the contract we hold with you.

Your consent. You are able to remove your consent at any time. You can do this by contacting membership@queensparkharriers.org.uk

A record of your Place of Birth is required for entry into many Race Events. Since competing in races are optional, you are able to remove your consent for us to store that information at any time, at which point that information will be deleted from our systems.

Attendance at club events implies consent for your image to be used in Club Newsletters and the Queens Park Harriers website for the purpose of promoting Queens Park Harriers. You are able to rescind this consent at any time.

We have a legal obligation.

We are required to store information on attending members in order to supply information to support the Covid-19 Test and Trace system as and when required.

How we store your personal information

Your membership information is collected via:

- A password protected, limited user, industry standard website application.

We collect all the listed information via the website, from which it is forwarded via email to a Queens Park Harriers managed, limited user, email address, which is also password protected. Once the information has been transferred into the long term storage, it is deleted from these systems.

Your membership information is securely stored in:

- A password protected membership spreadsheet, on password secured machines.

We keep all the above listed information for the duration of your membership. We will then dispose of all information other than the following within 1 month of the end of your membership term:

- Member's Name
- Year of joining
- Year of leaving
- Race Results that have previously been published via any mechanism and may be regarded as public.

Data is deleted by The Membership Team by manually removing it from the membership spreadsheet. The removal is then forwarded to the The Newsletter Team who manually remove it from the 3rd party mass-email provider.

Your training session sign-up information is securely stored in:

- A password protected training session sign-up system.

We keep your Name / Email Address / Phone Number for 21 days after the relevant session in order to comply with Covid-19 Test and Trace requirements, after which time the data is deleted.

Your newsletter sign-up information is securely stored in:

- A password protected 3rd party mass-email provider.

We keep your Name and Email Address for the duration of your membership. We will then dispose of all information within 1 month of the end of your membership term.

You may request that we hold data beyond the term of your membership, in order to continue receiving news on the club's activities. If so, data will solely remain in the 3rd party mass-email provider until such time as you unsubscribe from such messages, at which point the data is deleted automatically.

Your merchandise purchase information is securely stored in:

- The merchandise manager's personal messaging systems.
- A 3rd Party Payment processing system.

We keep your name and your request for merchandise until such time as the merchandise is supplied to you. We then dispose of the personal information regarding the purchase immediately.

The 3rd party Payment processing system keeps your payment information for the legally required duration. This information is then disposed of automatically.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at membership@queensparkharriers.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at membership@queensparkharriers.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>