Yateley 10km Data Protection and Privacy Policy.

The Aim of this policy is to ensure that Data protection at Yateley 10km complies with national guidelines. These are that data is: -

1. Processed securely
2. Updated regularly and accurately
3. Limited to what the club needs
4. Used only for the purpose for which it is collected and
5. Only used for marketing purposes if the individual has given the club consent to do so.

Data is collected by Race Ahead on our behalf. The Data Controller then gets access to limited data to use for communication and race set up. Mailchimp is used for an emailing system.

If you have questions regarding Race Ahead GDPR policy please contact YRR@raceahead.co.uk and Mailchimp policy please see https://mailchimp.com/legal/privacy/?_ga=2.55869483.1604713204.1526713548-1842781357.1526713548

OUR DATA PROCESSING POLICY:

1. Limited Data is downloaded to private laptops: This is limited to:

   - Name
   - Age group
   - Gender
   - Email
   - Club affiliation
   - Last three digits of the postcode.

2. Data downloaded to laptops will be password protected with strong passwords.

3. All old data will be deleted.

4. Permission to use data in results will be asked of athletes. See wording below:

   "You agree that we may publish your Personal Information as part of the results of the Event and may pass such information to the England Athletic/UK Athletic governing body or any affiliated organisation for the purpose of insurance, licences or for publishing results either for the event alone or combined with or compared to other events. Results may include (but not be limited to) name, any club affiliation, race times, occupation and age category."

5. Information email will be sent to athletes before each race. This is the purpose for what is was collected.

6. Permission will be asked of athletes to send them marketing information for next year: Wording below:

   You are also consenting to us using your email address to send you information about the race this year as well as marketing information about the race the following year. An additional box has been added to get people to opt into this.

7. Fun Run:

   - Fun Run data will be downloaded to private laptops and be before and placed on a password protected excel file.

   - Fun Run data will be added on the day and placed on a password protected excel file.

   - Fun Run Results will be collated on an encrypted file.
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   - Paper copies of Fun Run data will be shredded within 24 hours of race and kept securely up until this point.

8. Breach of Security:

   If a breach of security occurs it must be reported straight away to the Race Director – Jenny Robinson

9. Subject Access Requests
   Any request for the information held on an individual should be made to the Race Director. A log will be kept of the date and time of all actions relating to such a request.

Once data has been used for marketing purposes in the year after the races the data will be deleted from all computers. The maximum length of time that data will be held is 12 months.

Policy Written – 11/3/2018
Jenny Robinson