

DATA PROTECTION AND PRIVACY SUMMARY

Kilmarnock Harrier and Athletic Club (SC046169) has a Data Protection Policy and a Privacy Policy which can be viewed through the Club web-site

Why we need this information

The Club holds and collects data in the legitimate interest of the operation of the Club's activities which include.

- a. For Training and competition entry the Club will share data with:
 - club coaches or officials to administer training sessions;
 - club team managers to enter events;
 - facility providers to manage access to the track or check delivery standards; and
 - leagues, associations (and schools' associations) and other competition providers for entry in events.

- b. For Funding and reporting purposes anonymised data will be :
 - shared with a funding partner as condition of grant funding e.g. Local Authority; and
 - analysed to monitor club trends.

- c. For Membership and club management data will be limited to only the information necessary for the purpose of:
 - processing of membership forms and payments;
 - sharing data with regulatory and governing bodies such as Scottish Athletics and governmental organisations as required;
 - sharing data with committee members to provide information about club activities, membership renewals or invitations to social events;
 - publishing of race and competition results; and
 - website management.

- d. Marketing and communications, for sending :
 - information about promotions and offers from sponsors;
 - club newsletters; and
 - information about selling club kit, merchandise or fundraising.

The Club may also pass information to Scottish Athletics.

How We Look After Your Data

Your information:

- Is collected through a third party membership record service provider which maintains the membership database on behalf the Club.
- Will be stored on a lap-top computer which is password protected, and has appropriate security software installed, and which is backed up on a regular basis.
- Occasionally data will be stored on an encrypted pen-drive for purposes of transfer to another machine.
- Occasionally data may be e-mailed to office bearers, trustees or club officials for administrative or organisational purposes.

Personal data, such as club member names or their contact details will not be provided to any third party such as a club sponsor or Scottishathletics without the written, including electronic or on-line consent of the member. The Club will require that any external organisation which handles data on behalf of the Club has appropriate policies as required by the General Data Protection Regulations.

By completing the membership application form you are giving the Club permission to store and use your data in the way described.

The Club's only method of communicating with its membership, other than the web-site, is by e-mail. By completing the membership form you are specifically agreeing to be contacted by e-mail. Should the club propose to share details of its membership base with an external party (for their marketing or communication purposes), other than as described in the data protection policy your specific consent will be requested.

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