



## **General Data Protection Regulation (GDPR) Policy**

### **Key Principles**

- All data is processed securely
- All data updated regularly and accurately
- All data limited to what the club needs
- All data is used only for the purpose for which it was collected
- All data is kept only as long as necessary

### **Data Collected**

To become an individual member of Budleigh Runners you provide us with your name, address, post code, telephone number, date of birth, gender, email address and ICE contact. For members who are Run Leaders we hold information on coaching qualifications and validity periods of DBS checks.

### **Means of collection**

Paper membership forms or electronically via forms on the website and weekly email.

### **Storage of data**

Completed membership forms are held securely in a locked cupboard by the Membership Secretary. Committee members have access to electronic records in password protected files.

### **Third Parties**

Budleigh Runners does not share personal information with any other organisation.

### **What your data is used for**

- Processing of membership forms and payments
- Providing information about club activities, membership renewals or invitations to social events
- Website management
- Sending Club emails/notifications
- Sending information about club kit, merchandise or fundraising



## **Website**

- There are no database files containing identifiable information
- Personal email addresses do not appear

## **Information available on website**

- Names and photos of Club Committee members and Run Leaders
- Names and photos relating to Club and non-Club running events

## **Retention of data**

Personal information is kept securely for up to 24 months after membership ceases after which it is destroyed.

**Date agreed: Dec 2023**

**Date for renewal: Dec 2024**

**DA/GDPRPolicy/Nov2023/V1**