



SHROPSHIRE SHUFFLERS - PRIVACY POLICY

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1. INTRODUCTION

The Shropshire Shufflers (the Club) is an Amateur Running Club controlled by a committee elected by the Club Membership who manage the Club's best interests on a day-to-day basis. For the purposes of data protection legislation, the Club is the data controller.

The Club Constitution and Rules is a written document and is available from the Club's website. It sets out the Club's policy and rules which the Club's Committee follows in the day by day running of the Club. The Constitution and Rules can only be altered, added to or deleted with approval by members at an Annual General Meeting or an Extraordinary General Meeting.

The Club is committed to protecting members' privacy and processing members' personal data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). This policy explains how the information the Club collects about members is used and kept securely. It also explains members' right to access their information under Data Protection Legislation.

Shropshire Shufflers may use an external Club Management System (CMS) provider such as "Love Admin". A CMS would process the Club's membership applications, manage their Club Profile details and pay club fees through a secure online service provider.

2. THE INFORMATION WE COLLECT ABOUT YOU

Your name, email address, postal address, date of birth and any other information you voluntarily provide to us via our CMS forms or directly to our Club's Committee Membership Secretary.

Your race results from public access websites or results which you as a member send us voluntarily.

3. HOW WE USE YOUR INFORMATION

We may use your personal information for a number of club related legitimate interest purposes, including:

To deal with your requests and enquiries.

To contact you for reasons related to your enquiry.

To notify you about Club General Meetings, Training, Events, Championships, Subscriptions, England Athletics (EA) options available/taken and when feedback is considered necessary.

To invite you to join our Club Facebook Public and News Pages.

To search on previous EA Club Affiliations on your first ever option to be Affiliated to the Club with EA.

To collate Club Championship details.

We will process your personal data based on the following club related legitimate interests and will only share what is needed for the purposes listed below and, where possible, will anonymise the data before sharing:

To submit voluntary registration information for Club coaching courses, other Club qualifications and for mandated Disclosure and Barring Service clearance.

To affiliate a member with EA, after payment of the EA option, to create/activate their Unique Reference Number (URN) - a Race Licence that needs to be renewed on 1 April of every calendar year.

To the Club Committee, and occasionally other club members, for Club related business, such as entry into competitions or for marshalling.

To a contracted third-party provider to post our biannual Club magazine to members who have not opted to receive an electronic version.

The Club may also share your personal information with the police and other law enforcement agencies for the legitimate purposes of crime prevention or detection.

If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that the Club is legally obliged to disclose it.

This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

4. PROTECTING YOUR INFORMATION

The data that we collect from you is stored as follows:

CMS own secure servers.

Our Club Committee Membership Secretary's preferred cloud storage provider, or physical storage drive. Both are password, fingerprint, or facial recognition protected. Any data stored on a PC is backed up using their preferred media. It is solely used and secured by the Membership Secretary.

5. FINDING OUT WHAT INFORMATION THE CLUB HOLDS ABOUT YOU

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 (SAR). If you would like to make a SAR, please contact the Club's [Data Protection Officer](#)

You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting.

6. DATA RETENTION

Any data that we collect from you will be deleted in accordance with timescales set out below:

Type of Data	When Deleted and by Whom
CMS Membership Data (includes payment history).	All Details less First and Last Name and Payment History at end of membership. (The CMS provider).
The Club Membership Database (also includes other payment history e.g. transactions not made via a CMS).	All Details less First and Last Name and Payment History at end of membership (Membership Secretary).
Club Accounts History.	7 Years. (Treasurer).
Club Database Backups.	Annually to expunge data of lapsed members (Membership Sec).
WhatsApp (WA) group information.	Upon membership expiry (WA Admins).

7. CHANGES TO OUR PRIVACY POLICY

Reviewed:	20 Jun 2023
Next Review:	19 Jun 2024

8. CONTACTING SHROPSHIRE SHUFFLERS ABOUT THIS PRIVACY POLICY

If you have any questions or comments about this Privacy Policy please contact: DPO@shropshire-shufflers.org