

Privacy Policy DRAFT

England Athletics Limited commitment to Privacy

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Introduction

The website is maintained by England Athletics Limited (**EA**). For the purposes of data protection legislation, EA is the data controller.

England Athletics is the owner of www.englandathletics.org and we are committed to protecting your privacy and processing your 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 we collect about you is used and kept securely. It

Registered Office:

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also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

The information we collect about you

We may collect the following information about you through our website:

- Your name, email address, postal address and any other information you voluntarily provide to us via our website and online forms.
- Your IP address (which is a unique identifier that computers and devices use to identify and communicate with each other) which is automatically recognised by the web server.

The information provided to us

We may be provided with information about you from clubs with which you are registered. That information will include: name, date of birth, gender, email address, address, telephone number, name of the EA affiliated Clubs with which you are registered and any coaching or officiating licenses that you hold (**Athletics Data**).

How we use your information

We may use your personal information for a number of purposes, including:

- To deal with your requests and enquiries.
- To contact you for reasons related to your enquiry.
- To notify you about Athletics Events.
- To use your IP address to monitor traffic and gather browsing behaviors of visitors to our websites. We will not use your IP address to identify you in any way.
- To create meaningful, actionable analysis that will help us to understand how policy issues and England Athletics Limited are being talked about and to react accordingly.

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Our legal bases for processing your information

We will process your Athletics Data on the basis of the following legitimate interests:

- The use of APIs to provide external software providers with a facility to check and validate data to support administrative processes. For example:
 - transfer of URN, name and date of birth via an API to check licence validation at point of entry to athletics and running events
 - transfer of URN, name and date of birth via secure link to Power of 10 to match against competition results
- The transfer of registered members from one club to another. You will maintain the same record but the club name associated with the record will change.
- There is an administration portal where a selected number of staff can access data to help to respond to queries, update data and perform necessary administration activity.
- The regular monitoring of trends in the sport to allow EA to make informed operational decisions and create reports for funders. This relies on the transfer of a copy of all data to a separate reporting server where data is analysed and interrogated by a select number of staff through a secure link. We use a data analysis software called Qlikview. Where possible, your Athletics Data will be anonymised before being analysed.
- Providing relevant and necessary information via email, text, post to you about the following:
 - Changes to rules and regulation
 - Updates to advice and guidance relating to specific roles held within athletics
 - Transactional information relating to club affiliation and transfers athlete registration, representative teams, competition and events, coach and officiating licenses, road race licensing, courses, CPD events and qualifications.

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Where you have opted in to additional communications in your subscription preferences section of your MyAthletics portal we will process your Athletes Data on the basis of consent.

If you become a registered athlete with EA, we will share your Athletics Data with the following bodies as part of the administration of your involvement in the sport:

- UK Athletics
- Selected members of the National Council
- Selected members of the 9 Regional Councils – London, South East, East, Yorkshire and Humber, North West, North East, South West, West Midlands and East Midlands
- Selected members of each County Athletics Association
- Selected members of each Area Athletics Association – Northern, Midlands and South of England
- CoFSECs
- Other home country athletics organisations – Wales, Scotland and Northern Ireland
- Third party data managers who support EA in managing the sport

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose we will ask for your consent.

When we collect information from you, we will tell you if we would like to send you information about our products and services. We will give you the opportunity to opt in to any such communications and will tell you how you can opt-out at any time. This will be through your myAthletics portal.

If we wish to share your data with third parties for marketing purposes, we will tell you about this and only do so if we get your consent. You can opt out at any time either by notifying us or by updating your privacy preferences on your myAthletics portal.

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EA may also share your personal information with the police and other law enforcement agencies for the 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 EA 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.

Protecting your information

The data that we collect from you may be transferred to a destination external to EA's own secure network. We will not transfer your data outside of the European Economic Area.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information. We also protect the security of your data using Secure Sockets Layer (SSL) encryption technology.

E-newsletter

We may use a third party provider to deliver our monthly e-newsletter. If you consent to us sending you our monthly e-newsletter, we will let you know who the third party provider is at that time. We gather statistics around email opening and clicks using industry standard technologies including clear images to help us monitor and improve our e-newsletter.

Surveys

We regularly carry out surveys using a third party provider, Survey Monkey (www.surveymonkey.com). When we collect your personal data we will ask you for

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your consent to participate in our surveys. If you have provided consent to participate, we will transfer your data to Survey Monkey for these purposes only. In each survey, we will clearly tell you what data we are collecting, and provide a link to terms and conditions for any incentives offered to take part in that survey. We do not link any other information about your browsing activity with the survey data, which is stored separately.

Service and marketing messages

If you are currently receiving service messages or marketing communications from EA and no longer wish to do so, please let us know by contacting us at enquiries@englandathletics.org.

Finding out what information EA 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. If you would like to make a subject access request, please contact the EA's Data Protection Officer:

Data Protection Officer ENGLAND Athletics Limited

Athletics House
Alexander Stadium
Walsall Road
Perry Barr
Birmingham
B42 2BE

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.

Data retention

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

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Type of data	When deleted
Athletics Data	Four years after an individual has not played an active part in the sport.
URN, name and date of birth	This information will be anonymised after the four year period referred to above.
Name where athlete has represented England at any level	For such time as the athlete represents England and for x years thereafter.

What are cookies? The types of cookies we use and how you can disable them.

In this section you will find information on what cookies may be set when you visit the England Athletics Limited website and how to manage and disable them.

What are cookies?

A cookie is a piece of text that a website transfers to your computer's hard disk in order to remember who you are. Cookies interact with your computer and our website faster and easier by remembering the registration details and preferences from previous visits. Typically, a cookie will contain the name of the website from which the cookie has come, the lifetime of the cookie and a value. The use of cookies does not give us access to the rest of your computer and only the site that created the cookie can read it.

Automatically collected access information

Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using; and the date and time of access.

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Nonessential technical information: the Internet address of the web site from which you linked directly to our web site, and the "cookie information" described below.

By continuing to use this site you consent to the relevant cookies being set on your device.

We use the following types of cookies

1. Session cookies – these are temporary cookies that remain in the internet browser's folder of your computer until you close the browser. Our website uses a session cookie which is stored in your browser until you close it to ensure connections to our servers are distributed evenly to provide optimal performance.

2. Persistent/Permanent cookies – these remain in the internet browser's folder of your computer for longer than the time you are visiting this website. We need to use a cookie to remember your refusal of our use of cookies. This cookie does not store any other information and is not used for any other purposes. If you delete your browsing history including cookies you will delete this cookie and will therefore need to readjust your browser setting again.

3. Analytical cookies – Our website uses Google Analytics cookies (third party cookie) for the following purposes:

a cookie to record the time of your first visit to website, the time of your most recent visit to the website and the time of your current visit;

a cookie to record how long you stayed on the website;

a cookie to record how you located our website (i.e. Google search, keyword, link from other page etc).

4. Third party cookies - We sometimes allow partners or service providers to use cookies on our websites. These cookies are used to help us understand how a specific promotion or campaign is performing. The information obtained from these

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cookies is only used by EA and its partners. We only share the information obtained through the use of Google Analytics with Google. For more information on Google's use of your information, please visit the Google Privacy and Data Sharing pages.

The cookies we use for these purposes do not track your Internet usage after leaving our website and we do not store your personal information. They will also not be used in connection with any other information to identify you in any way.

To prevent Google Analytics cookies being set, you may wish to install the Google Analytics Opt-Out Browser Add-On (<http://tools.google.com/dlpage/gaoptout>).

Can I opt out of cookies?

England Athletics Limited will not use cookies to collect personally identifiable information about you. Yes you can restrict or block the cookies which are set by our websites, and you can do so by accessing your Internet browser settings. The 'Help' function within your browser should tell you how.

For general information about cookies and how to disable them, please visit: <http://www.aboutcookies.org> or <http://www.allaboutcookies.org>

Please be aware that restricting cookies may impact on the functionality of our website. For information on how to manage cookies on a mobile phone, games console or internet-enabled television, you should refer to the operations manual specific to each device. To opt out of any third-parties using cookies where data about your interaction with our website is collected, please refer to their website for this information.

Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in October 2017.

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