



Privacy Statement

Introduction

The main purpose of the Club is to provide facilities for, and to promote participation in, the amateur sport of athletics in Tonbridge and Malling. The Club offers training and competitive events for cross country, track and field, race walking and road running.

Tonbridge AC is affiliated with England Athletics (**EA**), affiliation No. 2658707

Tonbridge AC is a registered charity No. 1177968

Collecting Personal Information

The Club will collect and process personal data for the purposes of administering your involvement in the sport and registering you as a member of EA. We will process your data on the basis of legitimate interests. This will include certain information about you, or your children, such as your name, date and place of birth, gender, contact details and any disability (**Athletics Data**). We also collect and hold additional data such as emergency contacts, plus details of any admitted medical condition.

Updating Personal Information

Once you are a member of Tonbridge AC you can maintain and update your data by logging into the Club's membership portal via

<https://memberdesq.sportstg.com/index.cfm?fuseaction=main&OrgID=10719>

In addition, your Athletics Data may be passed through to EA. Access to this data is via the myAthletics Portal where you can maintain your own personal information.

<https://myathletics.englandathletics.org/portal/Members/Login>

Using Personal Information

We may use your supplied personal information for a number of purposes to:

- Processing your membership, or your children's membership forms and payments
- Manage coaching and training delivery
- Notify you about athletics events
- Notify you about the Annual General Meeting or other Club events
- Remind you when membership subscriptions are due
- Register you with England Athletics
- Obtain relevant information in order to assist the Tonbridge AC management committee in the running of the Club

- Support surveys, and funding or grant applications
- Notify you of changes to the Club and its structure
- Deal with enquiries and complaints made to the Club by, or about, you regarding matters covered under the Discipline and Appeals procedure
- Communicate via the monthly bulletin

Information and /or media submitted by you for publication by the Club on websites, local news media, athletics press, social media such as Twitter or Facebook may only be used in accordance with your instructions.

Sharing Personal Information

We may share your Athletics Data to athletics partners such as UK Athletics, EA, County Athletics Associations, Area Athletics Associations, competition leagues, Schools' Athletics Associations, athletics ranking websites, and third-party data managers that we appoint as data processors as part of administering your involvement in sport.

We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing. We will also not share any other personal data you provide to us that is not Athletics Data.

Retaining Personal Information

We will retain your Athletics Data for such time as you are a member of Tonbridge AC. If you resign from the Club, are removed for non-payment of subscriptions or removed for any other reason, then your data will not be retained on our membership system.

Performance data relating to competitions, league entry and Club records will continue to be displayed on the Club's website at <http://www.tonbridgeac.co.uk/>

Protecting your information

We will store all the personal information you provide on secure servers hosted by SportsTG Pty Ltd. (ABN 76 608 341 260) and its wholly owned subsidiary company in the United Kingdom (SportsTG (UK) Limited (Company Number 06809213)).

Their servers may be hosted and managed outside of the EU, and in dealing with the Club, you consent to having any personal information accessible from, or transmitted, outside of your country of residence.

Access to the data is password protected and limited to a number of designated administrators. The security of your data is protected using encryption technology.

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 sent over the Internet.

Your rights

You have the following rights under data protection legislation:

- To access a copy of the information comprised in your personal data
- To object to processing of your personal data that is likely to cause or is causing damage or distress
- To prevent processing for direct marketing
- To object to decisions being taken by automated means
- In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed
- Seek redress for a breach of data protection legislation.

Complaints

If you have any concerns or complaints in relation to how Tonbridge AC collects and/or processes your personal data, you should contact the Club's data protection officer in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by Tonbridge AC, you have the right to report your concern/complaint to the Information Commissioners Office <https://ico.org.uk/>