

Privacy Policy

Pensby Runners commitment to Privacy

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Introduction

The website is maintained by Pensby Runners (PR). For the purposes of data protection legislation, PR is the data controller. Pensby Runners is the owner of www.pensbyrunners.co.uk 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 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 your name, date of birth, gender, email address, postal address, telephone number, names other affiliated Clubs with which you are registered and any coaching or officiating licenses that you hold and any other information you voluntarily provide to us via our website and online forms. Known as your Athletics Data (AD)

The information provided to us

We may be provided with information about you from other clubs with which you are registered. That information may include: name, date of birth, gender, email address, address, telephone number, name other affiliated Clubs with which you are registered and any coaching or officiating licenses that you hold. This will form part of your AD

How we use your information

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

- To deal with your requests and enquiries
- To administer PR and ensure the smooth running of PR
- To contact you for reasons related various PR activities.
- To notify you about athletics events.

Our legal basis for processing your information

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

- There is an administration portal where a selected number of PR committee members can access data to help to respond to queries, update data and perform necessary administration activity.
- Providing relevant and necessary information via email, text, post to you about the following:
 - PR activities and events
 - Changes to rules and regulations
 - Updates to advice and guidance relating to specific matters
- Transactional information relating to club affiliation and transfers of athlete registration, representative teams, competition and events, coach and officiating licenses, road race licensing, courses, CPD events and qualifications.

Where you have opted in to additional communications in your subscription preferences section of your RiderHQ portal we will process your AD on the basis of this consent.

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

- England Athletics
- Selected members of the PR Committee
- Third party data managers who may support PR in managing the website

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.

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 RiderHQ portal. PR 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 PR 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 will be held by third parties that host our website and manage the on-line portal. 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.

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.

Surveys

We regularly carry out surveys using third party providers e.g. Survey Monkey (www.surveymonkey.com) or RiderHQ. When we collect your personal data we will ask you for 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. 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 unwanted messages or communications from PR and no longer wish to do so, please let us know by contacting us at hello@pensbyrunners.co.uk

Finding out what information PR 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 PR's Data Protection Officer:

Data Protection Officer
Pensby Runners
Heswall Squash Racquets Club
1 Brimstage Road
Heswall

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

We will retain your AD for such time as you are an athlete registered with us and will then delete your information as soon as possible after you cease being a member of PR but no longer than 1 year after you cease being an active member.

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 PR 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. 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
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 cookies is only used by PR 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?

PR 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 June 2018.

Contacting Pensby Runners about this Privacy Policy

If you have any questions or comments about this Privacy Policy please write to us:

Data Protection Officer

Pensby Runners

Heswall Squash Racquets Club

1 Brimstage Road

Heswall