

# ARENA 80 AC - DATA PRIVACY POLICY

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## Overview

Arena 80 AC is a volunteer run Brighton and Hove based running club, as such all roles where data collection is essential part is done so using secure personal email accounts and storage facilities.

Data is collected for a number of reasons such as race organisation, club membership and England Athletics affiliation.

Arena 80 AC will only hold data for as long as is deemed reasonable fulfil to its purpose before being deleted.

Individuals have the right to right to request a copy of all of your personal information held by the club. Individuals have the right to have your personal information updated, rectified, or deleted if you so wish. You can do so by contacting us at [arena80ac@hotmail.co.uk](mailto:arena80ac@hotmail.co.uk).

In the event of a data breach, Arena 80 AC will report this event to the Information Commissioner's Office (ICO) within 72 hours as required.

The following document sets out to provide an overview of the data held by Arena 80 AC such as purpose, storage, retention periods and deletion.

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## **Public Events**

### **Hove Park Fun Runs**

Arena 80 AC host an annual series of fun runs for both adults and children at Hove Park. The adults fun run forms part of the West Sussex Fun Run League (WSFRL). The following describes where Arena 80 AC acts as data controller.

#### Purpose/ Data retention

- Entries to the fun runs are collected using two methods, online and paper. The type of data collected includes full name, age, gender, email (for online entries) and for the children's events full name and mobile contact of an adult as an emergency contact
- This data is required to process the results
- Children's results are published on the Arena website
- Adults results are published on the WSFRL website
- Paper entries are also collected. Once these have been processed they are shredded and disposed of

#### Storage/ Security

- Secure storage of data
- Access is restricted to those required to fulfil their responsibilities in carrying out this function
- The finish line is filmed for result validation purposes only and is not published. This is deleted once results have been finalised

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## Hove Prom 10k Race

Arena 80 AC host an annual 10km race open to adults on Hove Promenade. Nice Work an event organisation company provide various support for entry, results & promotion.

### Purpose/ Data retention

- Entries to the race are collected using two methods, online (in advance) and paper (on day if race not full). The type of data collected includes that required to identify and contact individuals i.e. Name, Club, Age, Address. Nice Work use this information to identify individual runners and match it to their chips worn.
- This data is required to process the results
- Race results are published on the Nice Work website and a link to this is placed on the Arena 80 AC race information page. Hove Prom 10k is an England Athletics licensed event and as such the results are place via Run Britain on the power10 results service (<http://www.thepowerof10.info/results/resultslookup.aspx>) all part of England Athletics
- Online entries are collected using a 3rd party supplier Nice Work. Their GDPR privacy policy can be found here: <https://www.nice-work.org.uk/about/gdprstatement>
- Online payments are for 2018 processed by one of 3 race entry systems on behalf of Nice Work
  1. BookitZone: [https://bookitzone.com/martin\\_burke\\_1/nu2FFX](https://bookitzone.com/martin_burke_1/nu2FFX)  
GDPR - <https://bookitzone.com/gdpr.html>
    - 1.
  2. Runners World:  
<https://www.runnersworld.co.uk/event/view/the-11th-hove-prom-10k>  
GDPR - <http://www.hearst.co.uk/privacy-policy>
    - 1.
  3. Run Britain – British Athletics: <https://www.runbritain.com/races>  
GDPR - <https://www.uka.org.uk/privacy/>
- Paper entries may also be collected. Once these have been processed they are shredded and disposed of by Nice Work.
- Results are held by Nice Work on their website <https://www.nice-work.org.uk/races/results> and also on power of 10 <http://www.thepowerof10.info/results/resultslookup.aspx> by British Athletics indefinitely.

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## **Storage/ Security**

Arena 80 AC Hove Prom race director(s) receive entrant information from Nice Work and use this solely on the day for enquiries and delete all information once results are finalised.

This data is stored on a password protected personal PC. Only the race director has direct access to the information stored but it is also provided to the late entry/enquiries desk team on the day in paper form so they can administer the event. This paper information is destroyed immediately post race.

Any paper entry forms are shredded post race once Nice Work have extracted the information.

## **Nice Work**

<https://www.nice-work.org.uk/about/gdprstatement>

- Access is restricted to those required to fulfil their responsibilities in carrying out this function
- The finish line is filmed by Nice Work for result validation purposes only and is not published. This is deleted once results have been finalised.

## **Sussex AA**

<https://www.sussexathletics.net/gdpr/>

Arena 80 AC are affiliated to Sussex AA so that we can take part in County Championship events. They have an on-line entry system for events which our nominated committee members can book them into.

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## **Arena 80 AC Website**

The Arena 80 AC website is used to publish club related information that is available to club members and the public. This may include club information, race reports, race information, race results, club records, photo's, a "Getting to know you" section on club members. Members of the public can also use the website to contact the club.

No data on the website is sensitive but may include names and photos of individuals. In the event that someone requests data relating to themselves to be deleted, this will be actioned as soon as possible, and within one month of the request.

The Contact Us Webform used to email Arena 80 AC is solely a front-end form and doesn't retain any information from the sender. All responses go directly back via [arena80ac@hotmail.co.uk](mailto:arena80ac@hotmail.co.uk) and as such are managed accordingly.

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## Club Members

### Club membership

When you are a member of Arena 80 AC, the personal data which is collected from you, includes name, address, date of birth, gender, email address, telephone number, URN (EA) number. This data is held securely and will only be used for the purposes below.

### Purpose/ Data retention

- To update club members by email (always BCC) on club news/events/change of training times or venues and social events.
- Club captains will email out and invite members to compete and enter into competitions which include Sussex Athletics Association (Sussex AA), South East Athletics Association (SEAA), England Athletics (EA)
- Race results will be added on the website
- Membership data - name/email/DOB/URN number only used within the committee for items related to club activities and general queries.
- All membership data is then deleted after your membership expires.

### England Athletics Membership:

When you renew your membership with Arena 80 AC you can also choose to be registered as a member of England Athletics (you will have to register with England Athletics if you ever compete for the club in competition Under UKA Rules). If you choose to be affiliated then we will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called MyAthletics). England Athletics will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

### Storage/ Security

#### Membership Forms

- If on paper once all the information has been extracted and queries dealt with they are shredded and binned. If electronically then once dealt with they are deleted.
- All information extracted is held electronically on a spreadsheet and password protected.
- Only the Arena 80 AC membership secretary has access to the complete data.
- Part of the password protected data is shared with only those requiring it for race entry requirements and Arena 80 AC communications. This information can consist of Name,

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DOB, email & EA number. No information is passed onto individuals not associated with its stated use. All requests for individual data goes via the Arena 80 AC membership secretary.

- The email distribution list is held on the clubs Hotmail account and administered by them. Only the membership secretary and chairperson has access to make changes.

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## **West Sussex Fun Run League (WSFRL) Race Entries**

Arena 80 AC act as a data processor on behalf of WSFRL events as part of a bulk entry system and will collect the full names and gender of runners for the race organisers. For any queries regarding your data, please contact the organising club and/ or the WSFRL.

Whilst Arena 80 AC is processing members entries the below policy is followed:

### Purpose/ Data retention

- Any data collected by Arena 80 AC is held until the respective organising club have finalised their results and the period of discrepancies is closed. At this time, the data is deleted as it no longer serves no purpose

### Storage/ Security

- Secure storage of data
- Access is password protected and restricted to those that required to fulfil their responsibilities to carry out this function

## **Social Media**

Club members have the option to join various social media groups provided by Arena 80 AC at their own discretion.

## **Kit Supplier**

Arena 80 AC use the Viga online store to supply club kit, specifically club vests which are to worn at certain events. Their privacy policy can be found here:

<https://viga.co.uk/pages/privacy-cookies>



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## **Appendix**

### Data Impact Assessment for new suppliers

On occasions Arena 80 AC may want to change third party suppliers who process data on the club's behalf. In such an event, a data impact assessment will be carried out to ensure they meet the standards required.

### Policy review

This policy is reviewed by the Arena 80 AC committee on an ad-hoc basis when required as a result of change to governance or club policies