



Privacy Policy

London Frontrunners commitment to Privacy

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Introduction

London Frontrunners ("**LFR**", "**we**", "**our**", "**us**") take the protection of the data that we hold about members seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained 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 has been made under articles 26 and 27(a) of the Constitution.

Please read this privacy policy carefully to see how LFR will treat the personal information that you provide to us when we collect data from you (including via email). We will take reasonable care to keep your information secure and to prevent any unauthorised access.

For the purposes of data protection legislation, LFR is the data controller.

This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices as well as your right to access your information under Data Protection Legislation.

The information we collect about you

This is set out in our Privacy Notice (Appendix A).

The information provided to us

In becoming a member, we will collect certain information as set out in our Privacy Notice. Once registered, we will also access information from the Power of 10, Run Britain and other sources about competitions you participate in (the date, name and venue of competitions, your personal results, records, rankings).

How we use your information

We may use your personal information for the purposes set out in our Privacy Notice.

Our legal bases for processing your information

These are set out in our Privacy Notice.

LFR 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 LFR 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

Please refer to the Privacy Notice.

Third Party Links

LFR may, from time to time, publish links to and from the websites of other athletics, running and other organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Your rights

Finding out what information LFR 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 data subject access requests. If you would like to make a subject access request, please contact us at info@londonfrontrunners.org

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

Service and marketing messages

If you are currently receiving the newsletter from LFR and no longer wish to do so, please update your privacy settings in WebCollect.

Right to be forgotten

In certain circumstances you can request us to delete all information we hold which identifies you. You can make this request at any time by emailing info@londonfrontrunners.org but please note we may be compelled to maintain your information due to specific legislative or regulatory requirements.

Data corrections

You should ensure that any data that you have submitted on WebCollect is up to date. You have the right to require us to correct any inaccuracies in other data free of charge. You can also exercise this right at any time by contacting us at info@londonfrontrunners.org and:

- providing us with enough information to identify you; and
- specifying the information that is incorrect and what it should be replaced with.

Data portability

You have the right to request a copy of your personal data for you to reuse for your own purposes across different services. You can also exercise this right at any time by contacting us at info@londonfrontrunners.org.

Data retention

Any data that we collect from you will be deleted in accordance with timescales set out in our Privacy Notice.

Complaints and contacts

If you have any concerns or complaints in relation to how LFR collects and/or processes your personal data, you should contact LFR at info@londonfrontrunners.org.

Please use the same details to contact us with regard to anything included in the Privacy Policy.



If you are dissatisfied with how your concern/complaint is dealt with, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk).

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 August 2020.

Appendix A: Privacy Notice

The Club is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, the Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletter, or participate in discussion boards on our website or other social media. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health and disability information, which is classed as special category personal data.

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the Club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer club runs and training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- sending communications connected with the administration of the Club; and
- publishing of race and competition results.

Club communications (where separate consent is provided)

- sending the club newsletter promoting club activities, promotions and offers and giving information about club kit, merchandise or fundraising.

The Club does not send out separate marketing communications containing information about promotions and offers and giving information about club kit, merchandise or fundraising

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches to allow the safe running of training sessions and to provide you with any support you may need and which we can reasonably provide. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. any non-member participant who takes part in a Club event). This information will be stored for two months after an event and then destroyed securely. Our lawful



basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The Club has or may from time to time use social media and apps including but not limited to: Facebook, WhatsApp, Twitter, Instagram, MyCrew, Spond, Eventbrite, OutSavvy. All members are free to join club social media pages and groups or use apps; please note that providers of social media platforms and apps have their own privacy policies and that the Club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the Club's social media pages, groups or apps.

Whom we share your personal data with

When you become a member of or renew your membership with London Frontrunners as your first claim club you will be registered as a member of England Athletics. 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.

The Club supplies some personal data it holds for the purpose of administering the e-Bulletin to Mailchimp where specific consent to receive the e-Bulletin is provided, and does not supply any personal data it holds for this purpose to any other third party. Data provided to Mailchimp is transferred to the USA. The Club does not store or transfer your personal data outside of the UK. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.