



BICESTER ATHLETIC CLUB DATA PROTECTION

Policy Statement

1. Bicester Athletic club's highest priority is the safety and welfare of its members including their personal information. It is the policy of Bicester Athletic Club ("the Club") to take all necessary steps to ensure that personal data held by the Club about its members is processed fairly and lawfully, and that the Club's internal procedures are monitored periodically to ensure compliance.

2. The Club will implement and comply with the eight Data Protection Principles in the Data Protection Act 1998 ("the Act") which promotes good conduct in relation to processing personal information.

These principles are as follows:

- Personal Data shall be processed fairly and lawfully.
- Personal Data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any matter incompatible with that purpose or those purposes.
- Personal Data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal Data shall be accurate and, where necessary, kept up to date.
- Personal Data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal Data shall be processed in accordance with the rights of data subjects under the Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction, or damage to personal data.



3. In collecting information, the Club will only collect that information which is relevant to Club matters.

4. We will collect the following types of information: Personal Information e.g. name, address, date of birth, telephone number, email address; any other athletic club membership; and Sensitive Information e.g. information on medical conditions and medication, gender, disability, race, etc. A copy of the data held on you by the club can be obtained by writing / emailing the clubs membership secretary.

5. Information obtained through the online membership application will be stored in a database held on the club's secure website server, and can only be accessed by an official logging into website. Information obtained through a paper copy of the membership application form will be held by the club's membership secretary.

6. Only authorised officials have access to the database. From time to time information will need to be downloaded from the database for the uses listed below. Club official will only receive data after they have been trained about this policy and their responsibilities. The Club will use information provided by members only for the following reasons:

- The Club Membership Secretary uses the information to maintain current membership listings as we are required to do so by England Athletics.
- The Club's Teamer coordinator uses information to create a Teamer profile for each member.
- Club coaches use some of the information, particularly that relating to age and medical conditions, to plan training programs.
- Club coaches need to know of the medical information relating to any athlete to ensure that they do not ask the athlete to undertake any athletic activity which would be harmful to their health.
- The Team Managers use the information to compile team lists for competitions, notify athletes and keep records of competitions competed in.



7. The Club will release information about members to people outside the Club only in the following circumstances:

- Where there is a legislative requirement to do so.
- Where there is an obvious medical reason to do so.
- In order to meet the requirements of athletic competitions in which the Club is competing.

8. Where information requests are made by a third party the Club will pass on to the third party only that information which is required in order to comply with legislative or competition requirements.

9. The athletes name and contact email address will be used to set up a “Teamer” account. Personal information held on the application “Teamer” is the responsibility of the account holder not the club after the account has been actioned.

10. Membership termination request must be made to the membership secretary, on receipt of this the membership secretary will delete all personal data for that member. When data is no longer required by officials it will be disposed of in the following ways:

- Digital data will be deleted from the database. The club official removing data from the data base will notify the other club officials of what they also must delete.
- All paper lists containing personal information will be destroyed by shredding or equivalent method making the information unreadable.

Bicester Athletic Club regularly reviews its policies, any suggestions, comments or questions should be forwarded to the club’s secretary which will be dealt with in a constructive and timely manner through the clubs committee.