

# Hamilton Harriers Running Club – Privacy Notice

## What we need

Hamilton Harriers Road Running Club (Hamilton Harriers) will be a "controller" of the personal information that you provide to us, unless otherwise stated.

When you register as a member of Hamilton Harriers or renew your membership, we will ask you for the following personal information

- contact details– name, address, email address and phone number(s);
- emergency contact details;

## Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your membership.

We will use our members' personal information to:

- provide you with core member services, including club insurance and ability to vote / participate in the AGM;
- send you membership communications by post or email in relation to essential membership services, including but not limited to membership renewals and information on membership benefits;

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

## Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in running by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- contact your chosen emergency contact should you be injured or become ill at club training or club attended race meeting;

- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the running of the club. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [hamiltonharriers@gmail.com](mailto:hamiltonharriers@gmail.com) . If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

### **Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, and Police Scotland for the purposes of meeting any legal requirements.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

### **How we protect your personal information**

Your personal information is stored on a laptop and our servers based in the UK, and is accessed by our volunteers for the purposes set out above.

### **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

### **Your rights**

You can exercise any of the following rights by writing to us at [hamiltonharriers10@gmail.com](mailto:hamiltonharriers10@gmail.com) or by contacting us through our website [www.hamiltonharriers.co.uk](http://www.hamiltonharriers.co.uk).

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Hamilton Harriers will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)