

## **Glasgow Frontrunners – Procedure Document**

This document is a guide to participants in our activities how we manage data within the club.

### **New Runners**

When a member comes along to our club for the first time, we ask them to complete a 'New Runner Form' on paper. The purpose is to capture basic information just for one run only, in case there is an emergency.

The information we collect is as follows.

- Name
- Phone Number
- Emergency Contact Name
- Emergency Contact Number
- Email address
- Can we email you after the run? (Yes/No)

The runner is asked to agree to our privacy policy, which will be summarised on the form. Paper copies of the full policy are available. There is a short disclaimer asking them to disclose any disabilities that may affect their run to the jog leaders, but this is not recorded on paper.

The contact/emergency contact information is collected on the basis that if there is an issue during the run, we may need to get in touch with them or an emergency contact.

We ask for their email address so that a committee member can contact them after the run to see if they enjoyed themselves and whether there is anything we can do to improve the experience for them. They will also be sent information about how to register online. This is stated on the form.

Once the runner has been emailed, a committee member will shred the paperwork as soon as possible afterwards, and ask them to complete our online runner form as noted above.

During the run, the paperwork will be held in a secure locker and only accessible to members of the committee.

### **Online Runners Form**

The online runners form is [available online](#). This is a Google form. You can read about Google's Cloud based GDPR policy by visiting <https://cloud.google.com/security/gdpr/>. In particular, we are satisfied by the measures they have put in place to secure data.

On the first page we give a link to our privacy policy.

We collect:

- First Name
- Surname
- Gender Identity (Male, Female, and other, a textbox to be filled by runner)
- Does your gender identity match that assigned at birth? (Yes, No, Prefer not to say)
- DoB
- Address
- Contact Number
- Emergency Contact Name
- Emergency Contact Number
- Do you consider yourself disabled, and/or have any medical conditions we should be aware of?
  - Are you participating in club activities AGAINST your doctor's advice?
  - Please detail in the space below any medical / health conditions you have which you think we should be aware of prior to you taking part in club activities.
- Email address
- Can we contact you via email? (Yes/No)

- Are you joining the club as a full member or a pay as you go runner? (Full Member/Pay as you go)
  - If you are joining as a full member:
    - Will GFR be your first claim club? (Yes and other, to be filled in by runner)
    - Do you agree to uphold the Aims of the Club and to abide by the Club Constitution? (Yes I agree)
    - Which type of membership will you be choosing this year? (Membership options such as Regular or Concessionary Membership)
- Do you accept our privacy policy? (Yes, I accept)

The form is coded so that it sends a confirmation email on completion, from the club secretary email which is linked to Google. This pulls information only from the already saved record. For members, this email sends out links to our 3<sup>rd</sup> party payment site GoCardless. We do not share any information with GoCardless – the member clicks the link and provides the information themselves. You can read more information about the GoCardless GDPR policy by visiting <https://gocardless.com/blog/gdpr/>. We are satisfied by the measures put in place by GoCardless to protect member data.

A committee member (usually the club secretary) will process the membership data by checking payments have been made against each member, and adding the member to the club register.

The information, and any backups, is held on the club Google Drive, and accessible by the committee. Committee members can access it only through the web interface on Google Drive – in particular it is not held on any personal devices, and if any personal devices are lost we can remove access to ensure security.

Personal data from submitted forms is not shared to any third party outside of the committee. Anonymised information will be passed to Scottish Athletics during the annual affiliation process.

## Registers

The club register is a list of the members of the club and is completed at each run by participants. We ask the runners to sign in (PAYG members write themselves onto the list) and state which distance they will run. This is collected so we can gather statistical data about our attendance across the year.

The electronic forms of the register will be held on Google Drive and are password protected. Any analysis of the data will also be held on Google Drive and is password protected. These documents contain the runner's name.

The paper forms of the register are held either locked in the folder in the club locker or held by the club secretary so they can be processed. Once the data has been processed, we will destroy the paperwork by shredding it.

## Mailing

During the registration process, we ask members if they would like to be emailed by us in the future.

We use Mailchimp to send out emails. MailChimp participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework. You can read about their GDPR policy here:

<https://kb.mailchimp.com/accounts/management/about-the-general-data-protection-regulation>.

## Jog Leaders

Our Jog Leaders will be asked to regularly complete a form asking for their availability. This data is collected via a SurveyMonkey form, and is only accessible by one club committee member (usually the Run Secretary).

SurveyMonkey participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework. You can read about their GDPR policy here: <https://www.surveymonkey.com/curiosity/surveymonkey-committed-to-gdpr-compliance/>.

## Data Retention

We have decided that we will keep membership data for 5/6 years for legal reasons. During this time, the data will be held securely as above. Once this period of time expires, the data will be anonymised and kept indefinitely.