

Glasgow Frontrunners Privacy Policy

This is the club privacy policy. It should be read in conjunction with our procedures document which outlines how data flows through our club.

What we need from members and participants

Glasgow Frontrunners will be a “controller” of the personal information that you provide to us in the membership form, unless otherwise stated. Please see our procedure document for the up-to-date link to this form.

When you run with Glasgow Frontrunners for the first time, we will ask for the following information by way of completing a new runner form.

- Contact details – name, phone number, email address
- Emergency contact – name, phone number, their relationship to you

We ask runners to disclose disability information as required to their jog leaders.

We will ask you for permission to use your email address to contact you for the purpose of checking how your run was, and to give you a link to our online runner form so we can keep an electronic record of our members.

When you register with Glasgow Frontrunners, or renew your membership, we will ask you for additional personal and sensitive information alongside that already gathered above:

- gender identity, gender status, address, date of birth, disability information

What we need from volunteers

Glasgow Frontrunners will be a “controller” of the personal information that you provide to us in relation any volunteering role. We will ask volunteers to provide

- Appropriate contact details – name, phone number, email address
- Emergency contact – name, phone number, their relationship to you
- Any additional relevant qualifications that the volunteer may hold, such as first aid training.

Our Jog Leaders will be asked to regularly complete a form asking for their availability, as per our procedure document.

Why we need your personal information

We need to collect our participants’ personal information so that we can manage your membership. We will use this personal information to:

- send members, participants and volunteers communications by email
- ensure the club can honour its duty of care to its participants (i.e. keeping a record of emergency contacts and disability information)
- where you have consented, we may also contact you by SMS or phone with updates about events you have signed up to as a participant or volunteer

If a runner does not provide us with the personal information that we need to collect then this may affect our ability to offer our membership services, benefits and our ability to accept them as a participant in our events. The online form is designed to ensure the appropriate information is captured, with compulsory fields.

We need information about an emergency contact in case you have an accident, become unwell, or otherwise need medical assistance during a club run, training session or event. These details will only be used for emergency purposes in the immediate health or safety interests of a Glasgow Frontrunners member or event participant.

Members must ensure these details are kept up to date and that they have told the individual or individuals to be contacted of the disclosure to Glasgow Frontrunners of their details.

Why we need your personal information – legitimate purposes

We also process our members' and volunteers 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. Members can unsubscribe from communications at any time by clicking the 'Unsubscribe' link on the mailout, or emailing Comms@glasgowfrontrunners.org.
- 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.
- Provide competition in running by accepting and managing entries for our events and checking your personal and sensitive information to ensure you are entered into the correct category. This information may also be shared with third parties who manage event entries, if required.
- Provide information to our events volunteer pool, including safety information, pre-event briefing packs and event reminders by email, phone call and SMS
- Develop and maintain our volunteers' qualifications, including sending email communications to volunteers to inform them of upcoming courses, renewal requirements and verify that jog leaders and coaches have completed any mandatory training.
- Ensure we can fulfil club activities by ensuring we have the information needed from our volunteers concerning availability
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Glasgow Frontrunners. Where necessary we will use your personal information to investigate your complaint, suspend membership and 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 email secretary@glasgowfrontrunners.org. 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.

We will analyse anonymised data to monitor club trends, collate statistics and award prizes to members at the annual awards ceremony. We may also provide anonymised, aggregate membership data to other organisations such as Scottish Athletics.

Who we share your personal information with

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, Disclosure Scotland, and Police Scotland for the purposes of safeguarding.

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

We may be asked to pass on personal information to Scottish Athletics/Jog Scotland in connection to the club's affiliated status, and this will be processed in accordance to Scottish Athletics/Jog Scotland privacy policies.

For the purposes of organising events, your information may be collected and processed by a third party affiliate to manage entries, collect payment and provide chip-timing results.

If we do share personal information with external third parties, we will only share such personal information strictly required for specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

On first contact with Glasgow Frontrunners we collect your details on paper. This information is stored securely in a locked cabinet and we ask runners to register online as soon as possible. The paper record is destroyed as soon as possible.

Your personal and sensitive information is stored on our cloud-based filing system, Google Drive. It is accessed by restricted members of our Committee (President, Secretary, Treasurer) for the purposes set out above. Other members of the Committee may access information if there is a need to do so.

Please see our procedures document for further information on how data flows through our club.

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. We will ask you to provide updated information annually in August of each year.

If you do not renew your membership, your name will be removed from the club register. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for six years, to ensure the club has records for legal purposes, should the need arise.

Anonymised membership data will be retained indefinitely.

We will retain volunteer information for two years. You can volunteer with us each year and we will retain your data for two years after you last volunteer with us.

Social media

Our members are responsible for ensuring their privacy on our social media channels, Facebook and Twitter. We will not tag members in photos, but members should be aware that they may be tagged by other members. We remind members that they should check their privacy settings to limit this if required.

Your rights

You can exercise any of the following rights by writing to us at secretary@glasgowfrontrunners.org.

Your rights in relation to your personal information are:

- You have a right to request access to the information that we hold about you by making a “subject access request”.
- If you believe that any of your personal or sensitive 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.
- If you wish us to delete your personal information, you may request that we do so.
- Any requests received by Glasgow Frontrunners will be considered under applicable data protection legislation and will be responded to within one month from the date of contact.

If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk.

Last Modified 12th June 2019