

About this policy

This policy explains when and why we collect personal information about our members, how we use it, how we keep it safe and your rights in relation to it.

Edinburgh Running Network is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Edinburgh Running Network is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. We take the protection of the data that we hold about our members seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation. This privacy notice sets out how the club will treat the personal information that you provide to us. We will take whatever care is necessary to keep your information secure and to prevent any unauthorised access.

Edinburgh Running Network will be a “controller” of the personal information that you provide us with through your membership application etc.

What we need

When you apply for, or, renew your membership with Edinburgh Running Network, we will ask you for the following personal information:

- contact details: name, address, email address, phone number
- personal information: date of birth, gender
- membership criteria/category – whether you are a renewing member or new member, 1st or 2nd claim club member details
- emergency contact details: name, telephone number
- running background/ ambitions (optional)
- Scottish Athletics number (optional)
- kit size (if buying club kit with membership).

We may also hold other personal information about you that we collect in the delivery of our club functions, including:

- records of your attendance at any events we host
- images in video and/or photographic form
- details of any roles you hold with the club and any training or qualifications you hold related to those roles
- incident reports
- any disciplinary or grievance information.

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:

- process your membership application
- provide you with core member services, which includes insurance through Scottish Athletics
- share personal data with run leaders and voluntary office holders to administer training sessions
- send you membership and club communications by email in relation to membership services, including, but not limited to, membership renewals, information on our membership benefits, training information and organisation of club events
- provide you with access to our closed Edinburgh Running Network Facebook group and private Strava club
- contact your nominated person in case of emergency.

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 communications and booking information for upcoming training and events
- use images or videos from our events or training sessions for promotional purposes
- develop participation in running by monitoring members' engagement and participation
- develop and maintain our volunteers' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to running or Edinburgh Running Network matters
- investigate any issue such as a complaint, to 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 contact us via the Membership Secretary ernmembership@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.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- Our Sport Scotland and Scottish Athletics regulatory requirements.

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

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

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

We employ third party suppliers to provide services for collection of membership fees, organising our training sessions and other events, and any commercial event organised by Edinburgh Running Network. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this through our website, Facebook group or social media channels for promotional purposes.

We may publish results of races and competitions on our website or social media channels. This includes competitors’ names, category and result, and may include photographic or video recordings.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the 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

Your personal information is stored:

- on our electronic filing system (Google Drive)
- in dedicated ERN Gmail email accounts
- Electronically with Spond (Spond Privacy Policy - <https://www.spond.com/privacy/>)

- electronically with EntryCentral (Entry Central Privacy Policy – <https://www.entrycentral.com/terms-and-conditions/privacy>)
- in our ERN JustGo account, hosted by Scottish Athletics (restricted to personal information on committee members).

Access to this data is restricted to those who have a legitimate need to access it, and only accessible via a club login for the purposes set out above. Passwords are changed when a new official takes over a role.

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 review and remove your personal information from our Entry Central records where you have not renewed your membership with us for the subscription year and will remove you from our mailing lists.

Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us within the last two years.

Routinely, personal data is deleted from all of our systems at least every two years. The exception to this is data held in our incident log which we retain for three years.

Your rights

You can exercise any of the following rights by writing to us at ernmembership@gmail.com.

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 Edinburgh Running Network 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