WASHINGTON RUNNING CLUB

PRIVACY POLICY

Effective date: 14 November 2026 Last reviewed: 14 November 2026

1. Who we are

Washington Running Club ("the Club", "we", "us" or "our") is a running club based in Washington, Tyne and Wear, United Kingdom.

We respect the privacy of our members, prospective members, volunteers and other individuals who engage with the Club.

This Privacy Policy explains how we collect, use, store and protect personal information in accordance with the

UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Club is responsible for deciding how and why personal information is used (acting as the data controller).

Club contact details

Organisation: Washington Running Club

General contact email: runningwashington@gmail.com

Data protection contact: Derek Trueman

2. What information we collect

Personal and contact information

- Name and date of birth.
- Home address, email address and telephone number.
- Emergency contact details.
- Membership and registration details.

Running and participation information

- Running activity and attendance records.
- Race participation and results, where relevant.
- Club event and training session information.
- Membership category and renewal information.

Health and safety information

- Relevant medical conditions, injuries or allergies voluntarily disclosed to us.
- Emergency medical information necessary to help protect members during club activities.
- Information relevant to safe participation in training sessions and events.

Health information is treated as particularly sensitive and access is restricted to authorised individuals who need it.

Financial information

- Membership fee payments.
- Records of payments made to the Club.
- Relevant financial and accounting records.

We do not normally collect or store full payment card details.

Photographs and media

- Photographs and videos taken at club training sessions, races and social events.

- Images or information used in club newsletters, publicity, website content and social media.

3. How we use your information

We use personal information for legitimate club activities, including:

- Processing membership applications and renewals.
- Managing club membership records.
- Communicating club news, training arrangements and events.
- Organising training sessions, races and social activities.
- Managing membership fees and club finances.
- Contacting emergency contacts when necessary.
- Supporting the health, safety and welfare of members.
- Meeting our legal and administrative responsibilities.
- Promoting the Club and celebrating members' achievements.
- Responding to enquiries and requests.

We will only use personal information where we have a lawful basis to do so.

4. Our lawful basis for using personal information

Under UK GDPR, we must have a lawful reason for processing personal information. Depending on the circumstances, the Club may rely on the following:

Contractual necessity

Where information is required to administer membership and provide the services and activities associated with being a Club member.

Legitimate interests

Where we have a genuine and reasonable interest in running the Club, communicating with members, organizing activities and maintaining appropriate club records, provided these interests do not override an individual's rights.

Legal obligation

Where we are required to retain or provide information to comply with legal, financial or accounting requirements.

Consent

Where we ask for permission to use information for a specific purpose, such as certain publicity activities or optional communications. You can withdraw consent at any time.

Where we collect health information, we will also identify an appropriate additional condition under UK GDPR for processing special category data, normally explicit consent where applicable.

5. Photographs, videos and social media

The Club may take photographs and videos at training sessions, races, presentations and social events.

These may be used for:

- Club website content.
- Facebook and other social media platforms.
- Club newsletters and announcements.
- Promoting club activities and achievements.

We will respect the wishes of members who do not want identifiable photographs of themselves used for publicity.

Where appropriate, we will seek permission before using identifiable images, particularly for children and young people.

Members can contact the Club to request that an image is removed from Club-controlled platforms. We cannot guarantee removal of copies already shared or published by third parties.

6. Sharing your information

We will not sell, rent or trade personal information to third parties.

We may share relevant information where necessary with:

- England Athletics or other relevant governing bodies, where applicable.
- Race organisers and event administrators.
- Insurance providers, where required.
- Club committee members and authorised volunteers.
- Professional advisers, including accountants, where necessary.
- Service providers who assist with membership administration, communications or website hosting.
- Emergency services where there is a genuine emergency.

Information will only be shared where necessary and appropriate.

We will not share members' personal information with other organisations for their own marketing purposes without an appropriate lawful basis.

7. How we store and protect information

We take reasonable steps to ensure personal information is kept secure and protected against unauthorized access, loss, misuse or disclosure.

These measures may include:

- Password-protected electronic records.
- Restricting access to authorised committee members.
- Secure storage of paper records.
- Limiting the information shared within the Club.
- Removing information when it is no longer required.

Members should also take care when sharing personal information in group chats, social media groups or other club communication channels.

8. How long we keep your information

We will only retain personal information for as long as necessary for the purposes for which it was collected.

In general:

- Membership information will be retained while membership remains active.
- Former members' records will be retained only for a reasonable period where needed for administration,

legitimate club purposes or the handling of potential disputes.

- Financial records will be retained for the period required by applicable accounting and legal requirements.
- Emergency and medical information will be reviewed regularly and deleted when no longer required.
- Photographs and publicity material may remain available while they continue to serve a legitimate club purpose, subject to applicable consent and objections.

Information will be securely deleted or destroyed when it is no longer required.

9. Your data protection rights

Under data protection legislation, you have rights in relation to your personal information. These include:

- Right of access: You can request a copy of the personal information we hold about you.
- Right to rectification: You can ask us to correct inaccurate or incomplete information.
- Right to erasure: You can ask us to delete your personal information in certain circumstances.
- Right to restrict processing: You can ask us to limit how we use your information in certain circumstances.
- Right to data portability: Where applicable, you can request your information in a commonly used electronic format.
- Right to object: You can object to certain types of processing, including processing based on legitimate interests.
- Right to withdraw consent: Where we rely on your consent, you can withdraw it at any time.

To exercise any of these rights, please contact the Club using the details provided in Section 1.

We will respond to requests within the time limits required by data protection law.

10. Club communications

We may contact members by email, telephone, messaging applications or social media to provide information about:

- Training sessions and arrangements.
- Race events and competitions.
- Club meetings and activities.
- Membership renewals.
- Important club announcements.

We aim to keep communications relevant to Club membership.

Where we send optional promotional communications, we will provide an appropriate way to opt out.

11. Children and young people

Where the Club collects information about members under the age of 18, we will take appropriate steps to protect their personal information.

This may include obtaining information and permissions from a parent or guardian where appropriate.

We will take particular care with photographs, contact details, emergency information and medical details relating to younger members.

12. Third-party websites and social media

Our website and social media pages may contain links to third-party websites and services.

These organisations have their own privacy policies and data protection practices.

The Club is not responsible for the privacy practices of external websites or platforms.

13. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in Club activities, legislation or data protection practices.

The latest version will be made available to members through the Club's usual communication channels or website.

14. Complaints and further information

If you have concerns about how the Club handles your personal information, please contact us in the first

instance so that we can investigate and respond.

You also have the right to complain to the UK's Information Commissioner's Office (ICO).

Website: https://ico.org.uk/

Telephone: 0303 123 1113

Address: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Washington Running Club

We are committed to respecting our members’ privacy and handling personal information responsibly, fairly and securely.

Before publication: Complete the contact placeholders in Section 1 and check that the policy accurately reflects the Club’s actual data collection, sharing, lawful bases and retention practices. This is a draft template, not legal advice.