Nailsea Running Club use connectMyClub to manage membership records. connectMyClub acts as a data processor on our behalf.

Sometimes club committee members need to take a copy of member data out of connectMyClub, for example to enter a race, run a training session, or submit information to our governing body. This includes downloaded spreadsheets, printouts, copied text, and screenshots. We treat any such copy as covered by this policy.

Only committee members or coaches may take copies, and only the information needed for a specific task. Copies are stored only on password-protected devices or club-controlled accounts and are not shared with anyone other than race organisers, governing bodies, and facility providers for the purpose stated.

Copies are deleted as soon as the task is complete, and no later than 30 days afterwards. Printed copies are shredded. Health and emergency contact information is only exported where needed for member safety and is deleted immediately after use.

If an exported copy is lost or shared in error, the person responsible must tell a committee member straight away so we can assess whether it needs to be reported.