



Privacy Notice: Members

Witney Roadrunners are committed to protecting and respecting your privacy. We are a running club based in Witney, affiliated to England Athletics Limited, and governed by volunteers on the committee. Details of current committee members are available on the website. For any personal data you provide for the purposes of your membership, Witney Roadrunners is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

When you join Witney Roadrunners as a member, you will give us information about you by filling in our membership form, or by corresponding with us by phone, e-mail or via Spond. This includes information you provide when you register with the Club, make enquiries about joining the club, subscribe to our newsletter, or participate in discussions on Spond. The information you give us will include your name, date of birth, address, e-mail address, phone number, name of the England Athletics affiliated Clubs with which you are registered and gender. (Athletics Data).

If you are a member of our Junior Section, we will also collect details about your parents or guardians, including their name, date of birth, address, email address and phone number (Parent / Guardian Contact Data).

We will also hold information about your performance at events, both internal club competition and external competitions run by other clubs. We may also hold your photograph, either by other club members or official / non-official photographers at club races.

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

We need Parent / Guardian Contact Data to be able to administer the membership of our Junior members and provide the membership services they are signed up for, in a way that is safe for children under the age of 16. Our lawful basis for processing this personal data is legitimate interests: managing Junior memberships with parents or guardians.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;



- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For reporting purposes

- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results
- sharing data with race event organisers for volunteers / marshals (e.g. London Marathon, Kidlington Running Club)
- Committee Members only: facilitating committee meetings, circulation of relevant papers (e.g. agenda, minutes), and information relevant to your role in the club.

Marketing and communications (where separate consent is provided)

- sending information about entry to Cotswold Classic, Ducklington Dash and any other paid for club race events that may arise.

Special Category Data

We do not currently process any special category data (e.g health information) for our Senior Membership. If we do need to collect this for any reason, we will notify you and ask for your explicit consent to process this data.

We collect limited health information for Junior members, and ask parents to make us aware of any conditions that may impact on their ability to train or compete, or that we may need to respond to in an emergency – e.g. asthma. We rely on your consent to process this special category data.

On occasion we may collect personal data from non-members, e.g. non-members taking up a trial period with the club prior to joining. We provide access to Spond for information about the club sessions and typically, the non-member will be asked to make a decision after three weeks. Where the non-member does not progress their membership, their personal data will be securely removed from Spond and they will no longer have access. Any communications



with them will be deleted after three months. Our lawful basis for processing this data is that we are taking steps to agree a contract with you (membership) at your request.

Spond

We use Spond to manage and administer Club training sessions, event entries, social events and payments for both the Senior and Junior sections of the club. Spond is a third-party platform, designed to support sports clubs like Witney Roadrunners manage membership and organise events. Please enter accurate data that is the same as your club membership data (e.g. accurate date of birth) so that team managers can easily enter you for events in the appropriate age categories. You can control what personal data other members see on your Spond profile. If you need help with this, please contact Regina Johnys via Spond.

You can read Spond's Privacy Policy [here](#). Please note, Spond uses data processors which store in the US, which means your personal data is transferred outside of the UK and European Electronic Area. Please see below for more information about international transfers of your personal data.

Social Media

The club has the following social media pages: Public Facebook page, Members Private Facebook Group, Junior Section Private Facebook Group, X (formerly Twitter), and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages and be mindful of what you share in the public domain. WRR Social Media Administrators and Members are free to share information that may be of interest to club members, e.g. race events, relevant local business offers, or research questions submitted to the Club.

We use Social Media to promote the club's activities, to reflect the welcoming nature of the club, races we participate in, to celebrate members' achievements and to attract new members to the club. This may involve the use of photography or videography of current members participating in club athletic and social events, or other races. We do this on the basis of consent, and will ask senior members for photography consent when you join the club. Photos of the Junior section will only be shared in their private Facebook group and not used for external promotion purposes without parental consent.

Please note, if you do not want your photo to be taken at non-Witney Roadrunner events, you will need to follow each event's directions to make it clear you are not consenting (e.g. red cross on your race number).

Communications Tools

We use MailChimp to send out the club newsletter with information about club activities, upcoming sessions, volunteer rota and social activities to our senior membership. We will use your name and email address to add you to the mailing list. You can unsubscribe from the list should you wish, but you will miss key information about opportunities available to you as a club member. If you unsubscribe and then change your mind, you will need to provide your consent to receive the newsletter again. We also use a sub-set of the list to provide details of Cross Country events to senior members registered for the Oxfordshire Cross Country League each year via email in the week prior to the event.



We use MailerLite to send out promotional messages about the race events we organise, The Cotswold Classic and Ducklington Dash. You will only receive these messages if you have consented to receive them and you can unsubscribe at any time using the link at the bottom of the message.

We may use WhatsApp for certain events to enable communication between volunteers at the event. We restrict the existence of the group to a limited timeframe relevant to the event, usually a week before and up to a week afterwards (unless an incident has occurred that we may need to retain information for a further limited period). Personal data involved includes your name as displayed on WhatsApp and your mobile number, and potentially a photograph.

Who we share your personal data with

When you become a member of Witney Roadrunners, you can also choose to be registered as a member of England Athletics Limited. There are some events that Witney Roadrunners participate in as a club which you must be a registered member of England Athletics Limited, e.g. Cross Country, Mota-vation race series. If you would like to register as a member of England Athletics Limited, please tick the relevant box on the membership form and make the appropriate payment, and we will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org.

If you do not choose to be a member of England Athletics by ticking the box on the membership application form and making the payment, then we will not share your data with England Athletics Limited. Please be aware that should you ever wish to compete in your sport to represent Witney Roadrunners, (e.g. Cross Country, Junior competitions, Mota-vation Race Series, to take advantage of reduced rates for EA Affiliated runners at races), you will have to register with England Athletics Limited at that time. Note membership runs from April – March each year and is not reduced if you join later in the membership year.

Witney Roadrunners does not supply any personal data it holds for the purposes described above to any other third party. If third parties approach us to share marketing information with members, we only do this through common communication channels such as the closed Facebook group and in discussion with the Committee. We do not send direct marketing to individuals on behalf of third parties.

The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting or data processors we have chosen using sub-processors outside of the UK. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.



We may continue to hold information about your performance in relation to club records, race placings or prize winners longer than the 4 years described above for historical purposes.

Your rights regarding your personal data

Under Data Protection Legislation, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the contact details provided at the end of this policy.
- The right to access the personal data we hold about you. Please contact us using the details at the end of this policy to request a copy of your personal data.
- The right to have your personal data rectified if any of your personal data held by us are inaccurate or incomplete. Please contact us using the contact details provided at the end of this policy.
- The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold, in certain circumstances. Please contact us using the contact details provided at the end of this policy to find out more.
- The right to restrict (i.e. prevent) the processing of your personal data.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data are processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact using the contact details provided at the end of this policy.

It is important that your personal data are kept accurate and up-to-date. If any of the personal data we hold about you change, please keep us informed for as long as we have those data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first using the contact details provided at the end of this policy.



If you wish to exercise any of these rights or have any queries about how we process your personal data, please contact Regina Johnys, WRR Data Protection Lead at the following email: info@witneyroadrunners.co.uk

As a data subject you are not obliged to share your personal data with Witney Roadrunners. If you choose not to share your personal data with us we will not be able to register or administer your membership.

This policy was last reviewed on 20th March 2025. It will be reviewed annually in case of any changes to our data processing or changes in data protection legislation that are introduced.