



Eden Runners

# Data Protection Policy

## 1. PURPOSE

Eden Runners data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

## 2. We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below in Section 3.
- Meeting our legal obligations as laid down by the Data Protection Act 2018
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer (Membership Secretary) is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all club committee members are made aware of good practice in data protection
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection, internal and external to Eden Runners, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club.

## 3. Data protection principles

- a. Personal data shall be processed fairly and lawfully

- b. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
- c. Personal data shall be adequate, relevant and not excessive in relation to its intended use or purpose.
- d. Personal data shall be accurate and, where necessary, kept up to date by the completion of annual renewal membership forms by Club members.
- e. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary.
- f. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 2018.
- g. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data  
  
Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- h. DPA policy covers data held on Club members, and the general public in relation to race entries.

**4. Exemptions**

None

**5. SANCTIONS**

As specified within the Data Protection Act 2018

**6. Authorization**

Eden Runners Club Committee.

v2 update (26 October 2020)

- updated Data Protection Act 2018
- Nominated Officer defined as Membership Secretary