**Penny Lane Striders Club Data Protection Policy**

At Penny Lane Striders Running Club, we use WebCollect to manage all member data online, for subscriptions and event registration / booking, and collecting payments. There is also an email facility. Information is available to specific committee members (e.g. membership secretary, social secretary) to allow them to fulfill their roles in the club. WebCollect has a very clear privacy statement - <https://webcollect.org.uk/help-topic/privacy-notice>

Our 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.

**We are committed to:**

* Complying with the eight data protection principles, as listed below
* Meeting legal obligations as laid down by the [Data Protection Act 1998](http://www.opsi.gov.uk/Acts/Acts1998/ukpga_19980029_en_1)
* Ensuring that data is collected and used fairly and lawfully
* Processing personal data only in order to meet our operational needs or fulfill 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 is responsible for data protection compliance and provides a point of contact for all data protection issues
* Making all club officers aware of good practice in data protection
* Providing adequate training for all staff responsible for personal data
* Ensuring that everyone handling personal data knows where to find further guidance
* Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
* Regularly reviewing the club’s data protection procedures and guidelines

## Data protection principles

1. We will process personal data fairly and lawfully
2. We obtain personal data for one or more specified and lawful purposes; we will not process this data further in any manner incompatible with that purpose(s)
3. Personal data will be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed
4. Personal data will be accurate and, where necessary, kept up to date
5. We will not keep personal data processed for any purpose(s) for longer than is necessary for that purpose(s)
6. We will process personal data in accordance with the rights of data subjects under the [Data Protection Act 1998](http://www.opsi.gov.uk/Acts/Acts1998/ukpga_19980029_en_1)
7. We will take appropriate technical and organisational measures against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. We will not transfer personal data 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