**Alnwick Harriers Data Protection Policy**

1.1. Alnwick Harriers takes data protection seriously and safeguarding the privacy of our
members and visitors to our website is important to us. This privacy policy explains how we use any personal information we may collect from you and when you visit the Website. It also explains our use of cookies and tells you how to contact us if you have any queries about how we use your personal information. Use of our Website and/or registering with us will be taken as confirmation that you understand and accept that your personal information may be used by us in the manner described below.

1.2. Please note that the types of personal data that Alnwick Harriers processes are listed under our registration records. All information that we hold concerning you as an individual will be held and processed by us strictly in accordance with the provisions of the Data Protection Regulations. Any issues or concerns you may have with regard to your confidentiality, privacy and data protection should be referred to our Data Protection Officer. You are entitled to lodge a complaint with the ICO if you believe we have mishandled your personal data. Please refer to the ICO’s website for further details of their complaints handling process; https://ico.org.uk/for-the-public/

1.3. Links to other websites

1.3.1. You should note that this Privacy Policy relates only to our Website. Therefore any link(s) from our Website to other 3rd party sites are for reference and convenience purposes only and do not in any way imply endorsement of the content of the site, the website site provider or the manner in which your personal data is handled by the 3rd party.

1.4. Information collected and how we use it

1.4.1. When you access or sign up to Alnwick Harriers; including Alnwick Harriers events etc., we may collect and process personal information such as your name, address, telephone number, email address, I.P. address and other information relating to you.

1.4.2. We will store and use your personal information for specific purposes, for example;
registering you with England Athletics and providing information as requested by you; providing you with further information about our events; administering and maintaining our relationship with you and for auditing usage of the Website. Your information will not normally be disclosed to third parties except where this is necessary and to comply with service obligations to you or where we are obliged or permitted to do so by law.

1.5. Alnwick Harriers does not use any web intelligence software or collect any personal data about users of the Website other than aggregated data which is used to help Alnwick Harriers improve the quality of the Website. No information about you is stored by us or transmitted by us to any third party.

1.6. Please note that when you make an enquiry with us either by email or telephone we may keep a record of the information that is supplied. We will store this data securely on our system and in line with our retention policy.

1.7. Marketing

1.7.1. Occasionally we may contact you with information we think may be of interest to you such as details of events. If you prefer not to receive such promotional material, please notify us by sending an email to Stevenstudley76@gmail.com.

1.8. Use of your information outside the European Union

1.8.1. In order to provide you with requested products and services we may need to transfer your personal information to service partners based in countries outside the European Economic Area (EEA). This does not diminish your rights. Alnwick Harriers will take all reasonable steps necessary to ensure that any personal information transferred outside the EEA will be treated securely and in accordance with this Privacy Policy.

1.9. Security

1.9.1. Alnwick Harriers has policies and technical measures in place to safeguard and protect your personal information against unauthorised access, accidental loss, improper use and disclosure. However, the internet is not secure and although we use our best endeavours to protect your personal information the transmission of your data to us is done so at your own risk.

1.10. How we use cookies
Our online services use cookies, a small text file originating from us and stored by your
computer. The cookie file helps identify you and any particular interests or preferences you express, making your future Website visits more efficient, but it does not store any personal information. Save for the use of cookies, we do not automatically log data or collect data. You can set your computer browser to reject cookies but this may preclude your use of certain parts of our Website.

1.11. Your rights
1.11.1. You are entitled to access any personal information that Alnwick Harriers may hold about you for the following reasons: to correct any information which we hold which may be inaccurate; and/or to request that we stop using your personal information for marketing purposes. Any request to access your personal information should be put in writing and be directed to the Data Protection Officer at Alnwick Harriers. We will comply with your access request without delay and in any event within one month. We will provide you with access to your personal information which we hold free of charge, although we may charge you or refuse a request for such information if it is deemed to be manifestly unfounded or excessive. If we refuse a request, we will tell you why and how you may complain about our decision.