



MKLR GDPR Compliance – Update as of 22nd May 2018

New GDPR law comes in to effect on 25th May 2018

1. We have written a Privacy Policy, this is displayed on the website and will be incorporated into the Members Handbook. New and renewing Members are referred to this policy and asked to read it carefully.
2. Our Web Host is Stable Host, their privacy information can be found here <https://www.stablehost.com/privacy.php> We store data and files on Dropbox, their privacy policy can be found here https://www.dropbox.com/en_GB/privacy . Both are US based and the privacy aspects surrounding this are once again stated on our privacy policy.
3. Our Membership Forms now have 3 requirements which must be agreed as part of membership, these are:
 - a. They have read the code of conduct as explained in the Members' Handbook
 - b. They are fit and well to participate and run at their own risk
 - c. Any declared medical conditions will be passed on to Coaching Staff as appropriate

Additionally the following Note is made at the bottom of the form as recommended by England Athletics:

**When you become a full year member of the Club, you will also automatically be registered as a member of England Athletics Limited. 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. Any details held by the club are for the current membership year and will only be used in event of emergency.*

MK Lakeside runners take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full privacy notice carefully to see how The Club will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access.

For Members who joined prior to May 2018

4. We will soon be adding a link to the website (MKLR.CLUB) for people to purchase kit directly from **T Shirts 2 U**, any transactions done via this link, are directly with **T Shirts 2 U**. Any personal data provided to **T Shirts 2 U** via this link is subject to the **T Shirts 2 U** Privacy Policy, and the Club is not responsible for this. This will be stated clearly beside the link.

5. All members are free to join the club secret Facebook page **MKLR (Member Only)**. If they join the Facebook page, they should note that providers 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.
6. Our Privacy Policy states that we will delete personal data on lapsed members 3 months after the membership renewal date where practical, under no circumstances will we keep the information of lapsed members for more than 4 years, In line with EA policy.
7. We will ask ex committee members to either entirely delete data they still hold which is over 4 years old, or send to the committee more recent data for secure storage and then delete this from their personal computers. The new committee will seek written confirmation that this has been done.
8. All members who have stated on their membership form that they have a medical condition have been contacted by the Chairman (May 2018) to get specific authority to share this with the run leaders. Going forward, the Membership Secretary will contact people directly upon receiving their membership form to get approval to share this information.
9. Information about emergency contacts and medical conditions is currently stored in a Dropbox folder which can only be accessed by the committee. By the next coaches meeting a process for run leaders to access this information will have been implemented and will be formally documented and communicated to the run leaders.