

Oxford University Athletic Club

PRIVACY POLICY

This statement explains how Oxford University Athletic Club (“the Club”, “we”, “our”) handles and uses the data we collect about our members and our past, current and future supporters (“you” and “your”). For clarity, as per the constitution, Oxford University Athletic Club incorporates in a federal structure both Oxford University Athletic Club and Oxford University Cross Country Club. Developing a better understanding of our members and supporters allows us to keep in touch with you, in order to keep you apprised of our activities and developments, to provide services to you, including advice about admissions to the University, and to identify ways in which you can support us, through donations or other forms of financial and non-financial support.

We are committed to protecting your personal information and being transparent about what information we hold. For any personal data you provide, the Secretary 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

We may hold information relating to you from a number of sources. A significant proportion of the information we hold is that which you provide to us (for example, you may give us information by filling in forms on our website, at an event or online, or by corresponding with us by telephone, email or otherwise). This includes information you provide when you interact with the Club, register with the Club for membership, subscribe to our newsletter or enter one of our events.

Most records contain:

- details of your education (e.g., your University, your college, your school, the courses you have completed, dates of study, school exam results)
- unique personal identifiers and biographical information (e.g. student number, date of birth, name, nationality, sex)
- your contact details (and we update these whenever you let us know that they have changed) (e.g., University email address, personal email address, phone number, home address)
- details of your interactions with us, including:
 - your membership and achievements with us
 - your attendance at our events
 - other contact with us or our partners (as listed below)
 - details of benefits and services provided to you
- details about your family (e.g. your marital status, the name of your partner or spouse)
- your relevant health information and emergency contact details
- personal data provided by you for a specific purpose (e.g. disability and dietary preferences for event management purposes)
- your communication preferences, to help us provide tailored and relevant communications

We also record, where applicable, based on information which you provide to us and, in some cases, publicly available information and information from our partners (as listed below):

- your career highlights and other life achievements

- information about your areas of interest and extracurricular activities

WHY WE NEED YOUR DATA (CLUB MANAGEMENT)

The reason we need your 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.

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 funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- 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
- publishing the achievement of members, supporters, coaches, ect., related to the Club's activities (e.g., recipients of Blues)

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose(s) of fitness/health checks or passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer, a form at a taster event or at a race/competition we hold). Our lawful basis for processing data is consent, therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages: Facebook, WhatsApp, Twitter, Instagram, TikTok and LinkedIn. 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 does 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.

WHY WE NEED YOUR DATA (ALUMNI RELATIONS, SUPPORTER COMMUNICATION AND FUNDRAISING)

Your data is used by us for a number of interdependent purposes in support of alumni relations, supporter communications and fundraising.

These include:

- sending you publications (e.g. newsletters, magazines and updates about our activities)
- conducting surveys, including research on when and whether particular donations or funding appeals may be of interest to you
- providing services (e.g. access mentorship opportunities and advice on admissions and applying to Cambridge)
- sending you tailored proposals, appeals and requests for donations
- sending you details of volunteering opportunities
- sending you promotional material from our sponsors
- contact in emergency situations
- inviting you to our events
- wealth analysis and research in order to improve our understanding of our members and supporters, inform our fundraising strategy and target our communications more effectively
- internal record keeping, including the management of any feedback or complaints
- administrative purposes (e.g. in order to process a donation you have made or to administer an event you have registered for or attended)

Before seeking or accepting major donations we are required to conduct due diligence, including reviewing publicly available personal data relating to the donor's criminal convictions and offences.

Communications to you may be sent by post, telephone or electronic means (principally by email), depending on the contact details we hold, the consent that you have provided, and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below.

We may use automated or manual analyses to link data together to help us identify your potential for supporting us, to provide you with an improved experience, to send you communications which are relevant and timely, to identify volunteering opportunities or opportunities for providing support which may be of interest to you, and to avoid approaching you with opportunities which are not of interest. All of this enables us to raise more funds, sooner, and more cost-effectively, in support of our strategic objectives. We always seek to ensure that any opportunities we present are aligned with your interests, based on the research we conduct.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

WHO WE SHARE YOUR PERSONAL DATA WITH

We share the above categories of data with the University and the Colleges to provide you with a coordinated approach. Any transmission of data to or from the University and Colleges is managed through agreed processes which comply with relevant data protection legislation. The University and each College has its own data protection statement and procedures.

Additionally, we share the above categories of data on a considered and confidential basis, where appropriate, with:

- England Athletics for the purposes of registering individual athletes in order to comply with competition regulations

- Power of 10 as part of the submission of competition results.

Data is also shared with the 1876 Trust in order to fulfil the reasons listed in “WHY WE NEED YOUR DATA (ALUMNI RELATIONS, SUPPORTER COMMUNICATION AND FUNDRAISING)” of this document.

When you become a 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 relevant 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.

HOW WE PROTECT YOUR DATA

We ensure we have appropriate data sharing arrangements in place before sharing your personal data.

We do not sell your personal data to third parties under any circumstances.

We also facilitate communication between individual members, but in doing so we do not release personal contact details without prior permission.

We use University IT facilities to store electronic copies of personal information.

Any transfers of your data overseas (outside of the European Economic Area), as set out above, are protected either by an 'adequacy decision' by the European Commission (declaring the recipient country as a 'safe' territory for personal data) or by standard contractual clauses adopted by the European Commission (which give obligations for the recipient to safeguard the data). Further information about the measures we use to protect data when being transferred internationally is available from us (via the contact details are set out below).

YOUR RIGHTS REGARDING YOUR PERSONAL DATA

You have the right to:

- ask us for access to, or rectification or erasure of your data
- restrict processing (pending correction or deletion)
- object to communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability)

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

FURTHER INFORMATION

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data.

The controller for your personal data is the Oxford University Athletic Club, and we can be contacted at athletics.club@studentclubs.ox.ac.uk or crosscountry.club@sport.ox.ac.uk.

Please contact us if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

We will retain your data indefinitely in support of your lifelong relationship with us or until you request us to do otherwise. We will publish any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, membership details, unique identification number and date of birth) to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).