***Mercia Fell Runners***

***Policy Statement***

**Protecting your Personal Information**

***Background:***  The General Data Protection Regulations which become effective 25 May 2018 have been designed to ensure that **‘Businesses’** both acknowledge and handle **‘your recognisable personal data’** in a way that is legal and responsible regarding the requirement for personal information, its retention, security, disclosure and disposal of the same.

Mercia Fell Runners is not a business and as such is (currently) outside of the scope of the General Data Protection Regulations. But notwithstanding, we recognise the need to protect your personal information and with this in mind we would like to make you aware of why we have your personal information, how it is used and who has controlled access to it. As such it tightens previous practice.

* On becoming a member of Mercia Fell Runners you supply us with your personal details, name, address, date of birth and possible you Bank number.
* The Treasurer and Membership Secretary has the direct control of your personal details which are used to track your membership and where you so require take receipt of your membership fee and or transfer any monies due to you.
* Your personal information is not disclosed to any independent third party.
* Mercia Committee members have controlled access to your personal information during the course of their work on behalf of you the Club members.
* Mercia Club Races – the personal data on race entry forms is used for safety purposes only and is deleted after 12 months. It also facilitates a controlled database of your name and date of birth for the sole purpose of expediting race entry procedures. Only race organisers have access to this database.
* We will always delete your personal information at your written request or after a six month period following the discontinuation of your membership.
* Any complaint regarding the handling of your personal information should in the first instance be reported to the Treasurer for onward review by the Mercia Committee.

This Policy and its appropriateness will be subject to review and report at least annually.

***Arthur J Clare-Hay - Chair Mercia Fell Runners May 2018***