



PONTYPRIDD ROADENTS AC

Privacy Policy

How we collect, use and protect your personal data

Version 2

July 2026

1. About This Policy

Pontypridd Roadents AC ('the Club', 'we', 'us', 'our') is committed to protecting the privacy and personal data of its members, volunteers and anyone else who interacts with the Club. This Privacy Policy explains what personal data we collect, why we collect it, how we use it and your rights in relation to it.

The Club is the data controller for all personal data collected and processed under this policy. Data controller responsibilities are held collectively by the Club Committee.

We are committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025 (DUAA), which has introduced a number of reforms to UK data protection law. We review this policy regularly and will publish any updates on our website and through our club communications.

Questions about this policy or how we handle your data? Please contact the Club Committee via the contact details on our website or speak to any Committee member directly.

2. What Personal Data We Collect

We collect and process the following categories of personal data from our members and prospective members:

2.1 Contact and Identity Information

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- Full name
 - Home address
 - Email address
 - Phone number
 - Date of birth / age

2.2 Emergency Contact Information

- Name of emergency contact
- Relationship to member
- Emergency contact phone number

2.3 Health and Medical Information

We may collect relevant medical or health information where you choose to provide it. This is treated as special category data under UK GDPR and is handled with additional care. This may include:

- Medical conditions relevant to participation in running activities
- Information relevant to first aid or emergency response

You are not obliged to provide medical information, but doing so helps us to keep you safe during club activities. This information is only accessible to Committee members and relevant club officials on a need-to-know basis.

2.4 Athletics and Performance Data

- Race results and finish times
- Participation records
- Club event results

2.5 Photographs and Video

We may take photographs and videos at club events, training sessions and races. Please see Section 6 for full details of how we use and share this content.

3. Why We Collect Your Data and Our Legal Basis

We only collect and process personal data where we have a lawful basis to do so under UK GDPR. The table below sets out our purposes and the legal basis for each:

Purpose	Lawful Basis
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Administering club membership and collecting membership fees	Performance of a contract / legitimate interests
Communicating with members about club activities, events and news	Legitimate interests
Registering members with Welsh Athletics	Legitimate interests / legal obligation
Maintaining emergency contact information to keep members safe	Vital interests / legitimate interests
Storing health information provided voluntarily by members	Explicit consent / vital interests
Publishing race results and performance data	Legitimate interests
Taking and sharing photographs and video at club events	Legitimate interests (with opt-out available)
Complying with legal and regulatory obligations	Legal obligation

4. How We Store and Protect Your Data

We take the security of your personal data seriously and have appropriate measures in place to protect it from unauthorised access, loss or disclosure.

- Membership and contact data (including name, contact details and Welsh Athletics number) is stored securely using Spond, our club management platform. Spond processes data in accordance with its own privacy policy.
- Membership records are also stored on Google Drive, with access restricted to Committee members who need it.
- Access to personal data is restricted to Committee members and club officials who need it to carry out their responsibilities.
- Health and medical information is stored separately and is only accessible to those with a specific need to know.
- We will retain your personal data for as long as your membership is active and for a period of up to three years after membership ends, unless a longer retention period is required by law.
- Paper records, if held, are stored securely and disposed of confidentially when no longer needed.

5. Sharing Your Data with Third Parties

We do not sell or rent your personal data to any third party. We may share your data in the following limited circumstances:

5.1 Welsh Athletics

As a registered Welsh Athletics club, we are required to submit certain member information to Welsh Athletics for the purposes of affiliation, competition licensing and insurance. This includes your name, date of birth and contact details. Welsh Athletics processes this data in accordance with their own privacy policy, available on the Welsh Athletics website.

5.2 Spond

We use Spond as our club management and communications platform. The personal data we hold in Spond includes your name, contact details and Welsh Athletics number. This data is processed by Spond in accordance with their privacy policy. Members who use Spond will be subject to Spond's own terms and conditions.

5.3 Google Drive

We store membership records on Google Drive, with access restricted to Committee members who need it to carry out their responsibilities. Google may store and process this data outside the UK, including in the United States. Where this happens, Google provides appropriate safeguards for international transfers, such as Standard Contractual Clauses, in accordance with its own privacy policy and data processing terms.

5.4 Legal Requirements

We may disclose personal data where we are required to do so by law, or to protect the safety and wellbeing of our members or others.

6. Photographs and Video

Pontypridd Roadents AC takes photographs and video footage at training sessions, club events and races. We may share this content on our club website and social media channels (including Facebook and Instagram) for the purposes of promoting club activities and celebrating member achievements.

We will take reasonable steps to ensure that members are aware when photographs are being taken at club events. If you do not wish to appear in photographs or video shared publicly by the Club, please let a Committee member know and we will respect your wishes. You may also request the removal of any photograph featuring you by contacting the Committee.

7. Social Media and the Club Website

Our club website and social media pages (Facebook, Instagram) are publicly accessible. Any information you post or share on these platforms, or any information we publish about club activities, may be visible to the general public.

We encourage members to be mindful of their own privacy when interacting on club social media channels. The Club is not responsible for the privacy practices of Facebook, Instagram or any other third-party platform.

8. Your Rights

Under UK GDPR, you have the following rights in relation to your personal data:

- Right of access - you may request a copy of the personal data we hold about you.
- Right to rectification - you may ask us to correct any inaccurate or incomplete data.
- Right to erasure - in certain circumstances, you may ask us to delete your personal data.
- Right to restriction - you may ask us to restrict how we process your data in certain circumstances.

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- Right to object - you have the right to object to processing based on legitimate interests.
 - Right to data portability - where processing is based on consent or contract, you may request a copy of your data in a portable format.
 - Right to withdraw consent - where we rely on your consent, you may withdraw it at any time without affecting the lawfulness of processing carried out before withdrawal.
 - Right to complain to us directly - under the Data (Use and Access) Act 2025, you have the right to raise a data protection complaint directly with the Club, in addition to your right to complain to the ICO (see below).

To exercise any of these rights, please contact the Club Committee. We will respond within one month of receiving your request, based on a reasonable and proportionate search for your information. We will not charge a fee for reasonable requests.

If you believe we have not complied with data protection law when handling your personal data, you may complain to the Chairperson, Adam Bull, directly. Please contact them with details of your complaint. We will acknowledge your complaint within 30 days, take appropriate steps to look into it without undue delay, and keep you informed of progress and the outcome.

If you are unhappy with how we have handled your data, you may also lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk or by calling 0303 123 1113. You do not need to complain to us first before contacting the ICO.

9. Cookies and the Club Website

Our club website may use cookies to improve your experience. Where this is the case, information about the cookies used will be provided on the website. Following reforms introduced by the Data (Use and Access) Act 2025, certain low-risk cookies (for example, cookies used solely to collect statistical information to improve the website, or purely functional cookies) may be used without requiring your prior consent, and you will be able to opt out of these where applicable. We will still seek your consent for any other non-essential cookies, such as those used for marketing or advertising purposes, in accordance with applicable law.

10. Changes to This Policy

We may update this Privacy Policy from time to time. Any significant changes will be communicated to members via our club communications channels. The current version of this policy will always be available on the club website.

This policy was last reviewed in July 2026.

11. Contact Us

If you have any questions about this Privacy Policy or about how we handle your personal data, please contact the Chairperson, Adam Bull:

Pontypridd Roadents AC

Contact the Chairperson, Adam Bull, via the club website, or speak directly to any Committee member.