

Committee Minutes 5th September 2017 at ILTSC

Present: Martin Archer, Neil Chapman, Hilda Coulsey, Gaenor Coy, Richard Joel, Peter Lewis, Jane McCarthy, Sue Williamson, Shirley Wood

Apologies: Helen Waddington, Dick Waddington

Minutes of Meeting 1st August: Agreed

Matters arising not discussed below: none

**Running the Club**

1. **Harrier and Volunteer of the Month for August 2017**

Harrier of the month nominations:

Alison Weston for the Burnsall double (including 3rd lady on the fell) and Borrowdale

Tom Adams for 10k pb at Blackpool Illuminations

Norman Bush for his 6 fell races this month, all good results

The winner is Norman Bush.

Volunteer of the month nominations

Petra Bijsterveld for conscientiously collating the park run results weekly.

The winner is Petra Bijsterveld.

The discussion on Facebook to collect views regarding whether the system is appropriate and if there are any other views as to what else might be good to do suggested that the present arrangement works well, it is good to review runs over the month and to recognise individuals. The award of £10 is not seen as particularly relevant hence as the store of vouchers runs out they will not be replaced. **HC**

The Hall of Fame listing on the website, which recognises mega achievements, was last updated end 2014. This has been updated in draft form for comment and will be finalised at end 2017 along with the Annual Awards. **HC**

1. **Events**

The Incline (tomorrow 5th) is planned, with volunteers in place. The Fell+ social is likely to be Wed 27th and will be posted to all. **JMcC**

Gaenor discussed the new arrangements (as agreed and reported in previous meeting minutes) for the West Yorkshire Cross Countries now taking registrations on Entry Central and plans for the Pecos, similarly. It was agreed that the national/ regionals would continue to be paid by the club for members, but only for those participating (unless injured). Gaenor will take registration fees from all entrants for these, probably in the form of cheques and ‘tear’ up or return those of participants. **GC**

1. **Membership matters - data security**

Petra has produced a Data Protection Policy, based on the Sport England example and looking at what other clubs have. A Privacy Statement accompanies this to assure individuals of the arrangements regarding privacy and security of their data. I attach a copy of the draft with the minutes. The committee have access to members’ data for specific tasks and must act according to the Statement and hence must be aware of their responsibities. After review of any further comments at the next meeting this will be posted on the website in the usual places for members to access. **HC**

 **4. Preparation for AGM and membership fee proposal**

The accounts have gone to the Auditor. A loss of £220 is recorded and with fees unchanged since October 2015 we confirm that an increase of £2 per person will be posted for agreement at the AGM which responds entirely to the EA fee now £14 (£12 in 2015) expected to increase to £15 in April. It was proposed to increase the single person fee to £34, maintain the family membership category with a fee of £60, both for the membership year 2017/18. This is still lower than fees in 2014 (£37 per member).

Shirley Wood has resigned from the committee after some 20 years. The committee and Harriers in total thank Shirley for the considerable sterling work and time she has put in over these years as both the senior and junior clubs have grown. Junior issues can be tabled and discussed by others on the committee with junior links and Shirley is welcome to attend when relevant.

All other committee positions remain as per this year except that Alison Weston will stand down from the Gazette reports (hoping to persuade another to take this on).

**Developing the Club**

Data management arrangements proposed - see above. First Aid training is being arranged. No progress to report on Junior facilities.

**AOB**

none

Next Committee Meeting 3rd October 2017 at 8.30pm at ILTSC. AGM 26th September same time and place.

Draft for comments and agreement at next meeting - (apologies for formatting, Petra)

**Data Protection Policy**

Our data protection policy sets out our commitment to protecting our members’ personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

Ensuring that we comply with the eight data protection principles, as listed below

Meeting our legal obligations as laid down by the Data Protection Act 1998

Ensuring that data is collected and used fairly and lawfully

Processing personal data only in order to meet our operational needs or fulfill legal requirements

Taking steps to ensure that personal data is up to date and accurate

Establishing appropriate retention periods for personal data

Ensuring that data subjects' rights can be appropriately exercised

Providing adequate security measures to protect personal data

Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues

Ensuring that all club officers are made aware of good practice in data protection

Providing adequate training for all staff responsible for personal data

Ensuring that everyone handling personal data knows where to find further guidance

Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly

Regularly reviewing data protection procedures and guidelines within the club

Data protection principles

Personal data shall be processed fairly and lawfully

Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes

Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed

Personal data shall be accurate and, where necessary, kept up to date

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes

Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998

Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**Privacy Statement**

Ilkley Harriers AC (The Club) is committed to protecting your privacy, and takes its responsibilities regarding the security of user information very seriously. This Privacy Statement sets out how Ilkley Harriers AC complies with both UK and European Union data protection requirements.

The information you have provided to The Club by means of a membership application form is stored on a password protected web-server database for the purposes of recording race results, writing to your home address with club correspondence, and distributing club emails relating to renewals, forthcoming races, or official club events. We will also use your contact details in an emergency situation. Only members of the Ilkley Harriers Committee have access to your personal information. We will never divulge your contact details (such as email address, telephone numbers, or home address) to any other party without your prior consent. In other words, even if another member requests your details, we will first contact you to ask for your authorisation before passing on any information.

Under the Data Protection Act 1998 you may request details of personal information which we hold about you. If you would like a copy of the information held about you please contact the Membership Secretary. If you think we hold incorrect information please contact the Membership Secretary.

Photographs & Running Results

Photographs are often taken of Ilkley Harriers taking part in running events. The photographs are used by The Club on our website, and in club publicity and promotion.

Results – including full names – of Ilkley Harriers who have taken part in races and running events are normally posted on our website. Please be aware that when you participate in any sporting event, your results will be published on the organiser’s site and numerous other race results sites. In many cases photographs are posted with runners and individuals are identifiable.

Opting Out

If you are unhappy about the use of your data or photographs as described in this statement please notify the Membership Secretary with your concerns.