



## Privacy Policy

This privacy notice explains how Athena (the Data Controller) will use any personal information we collect about you when you use our services.

### What information do we collect about you?

The information we will collect will be required to manage your involvement with Athena. We collect personal information you agree to share with us voluntarily so that you can be an Athena member, or attend an Athena course or be on the Athena Mailing List. You will be asked to provide your contact details and emergency contact details as well as non-personal information such as any health concerns and previous running experience.

### How will we use the information about you?

If you register via any Athena forms the information you provide will be used to enable you to attend Athena sessions. Athena will only collect data we require to perform our service and all data will only be used for its original intention.

The information will be used and accessed in the following ways;

#### Team Up

The data management system Athena uses to manage participants data securely. They are GDPR compliant and you can view their policies here - <https://goteamup.com/en-gb/company/privacy/>

#### Go Cardless

The company Athena uses to take recurring payments for memberships. They are GDPR compliant and you can view their policies here - <https://gocardless.com/legal/privacy/>

#### Stripe

The company Athena uses to take one off payments. They are GDPR compliant and you can view their policies here - <https://stripe.com/gb/privacy>

#### Mailchimp

The company Athena uses to manage our mailing list and communications. They are GDPR compliant and you can view their privacy policies here - <https://mailchimp.com/legal/privacy/>

#### Run Leaders

Run Leaders hired by Athena will have access to the Team Up participant accounts. They will be able to access your personal details and health conditions in order for them to provide their service. They will not have access to your financial data. All Athena Run Leaders have signed a data processor agreement and understand how to handle your personal data to meet Athena's Privacy Policy.

We will ensure that all personal information is kept securely.

### How long will you keep this information?

We will destroy this personal information when your Athena membership is cancelled or course is completed. Personal data will only be kept if you have opted in to remain on the mailing list. This means we will securely destroy the information once we no longer need it. If you would like to know the

specific period of time that relates to your personal information please contact [athenarunning@hotmail.com](mailto:athenarunning@hotmail.com).

### **Access to information and correction**

You have a right to access the personal information that we hold about you and you can edit or delete this by accessing your Team Up account. If you would any assistance with this please contact [athenarunning@hotmail.com](mailto:athenarunning@hotmail.com) and ask for a personal data access request.

If you consider we hold inaccurate personal information about us, you can contact us to ask for this information to be corrected or access your Team Up account to edit the information. You can ask us to stop processing your personal information and cancel your Athena membership at any time by emailing [athenarunning@hotmail.com](mailto:athenarunning@hotmail.com). You can find out more about your rights on the Information Commissioner's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **How to contact us**

Please contact us if you have any questions about our Privacy Policy, or concerns about how we handle your information: by emailing [athenarunning@hotmail.com](mailto:athenarunning@hotmail.com) or write to us at: Athena, Guildens Orchard, Catleys Walk, Sawston, Cambridgeshire, AL1 3JE.

### **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

### **Consent**

By completing this form you are giving consent for us to process your personal information for the purposes of outlined above. You have a right to withdraw your consent at any time by emailing [athenarunning@hotmail.com](mailto:athenarunning@hotmail.com). If you withdraw consent we will stop using your data and your membership to Athena will be cancelled.

*Last Edited: 25 March 2018 by Katie Foweraker, Owner of Athena.*