



# Privacy Policy - GDPR

The Hatfield Broad Oak 10k Race Committee understands that the information you trust us with is important to you, and we are committed to protecting and respecting your privacy.

This policy explains how, when and why we collect your personal information during the course of providing services to you, under what situations we may disclose your personal information to others, and how we keep it secure.

This privacy policy is applicable to the Hatfield Broad Oak 10k Race Committee which is a subcommittee of the St Mary's School PTA a registered charity number 1130036.

## Summary:

- ✓ We only collect personal information about you as a direct result of you making contact with us via our website or as a result of registering for the race via our online system and will ensure that we only collect information that we need.
- ✓ We will always seek parental consent for any data held for runners who enter the race who are under 18.
- ✓ We will only send you marketing material in the form of race updates via text, email, Facebook.
- ✓ We will not sell your personal information to third parties.
- ✓ We use third-party suppliers to help us provide an excellent service to you. Where we share personal information with those suppliers, we have the appropriate contracts or controls in place, which will assess the security of their processing arrangements.
- ✓ You have rights to your information. These are details in Section 8.
- ✓ If you have a complaint, please see how to contact us in Section 9.
- ✓ If you have any questions about how we process your information, please see how to contact us in Section 11.

## 1. What information do we collect about you?

We need information about you to process your race entry or to update you on aspects of the race. Personal information includes:

- Identity data – first name, last name, gender, birth date
- Contact data – email address, telephone number

## 2. Why we use your information

We will only use your information where we have a legal basis to do so and will always respect your rights.

We collect your personal information for a number of reasons: to provide you with information about the race in response to contact made via the race website; to process your race entry; to update you on race progress and share race entry information with trusted third parties in order to ensure your safety on race day i.e. Medical Providers

Where we use your information, it may be because you have consented to us doing so; as a result of Performance of Contract or because we consider we have a Legitimate Interest to do so. Where we do rely on a legitimate interest to use your information, we will always ensure that this is done in a way so as not to be intrusive or cause distress, and that respects your rights.

Some examples can be found below.

- You have given us your consent to use the information for a specified purpose, such as processing runner information under the age of 18.
- We have a legal obligation to use your information, for example to claim Gift Aid.
- We need to use your information to fulfil a contract with you as a result of your race registration.
- We are using your information in pursuit of a legitimate interest, for example to provide you with race updates; Pre-race hazard briefing or race results.

## 3. How we use your information

- 3.1 To respond to or fulfil any requests, complaints or queries you make to us.
- 3.2 To process any entry fees you make or claim any relevant Gift Aid. We are legally required to keep information related to Gift Aid.
- 3.3 To provide you with information about the race. If you have registered for the race in the current or past years, we will consider this as a request to send you details about the event. Where you provide contact details, we will provide information and support by, phone, mobile messaging, email, via social media, and any other channels for which you have provided your details.

Where appropriate, we will use the information you provide to identify any help we can offer, specific to the race. Where this includes information about your health or other sensitive information, we will only use this information to help us ensure you have a safe race and our medical providers are aware of possible health issues that they may encounter on race day. By providing the information via the race entry portal we deem this as consent to use it in this way.

- 3.4 To send you marketing communications. Where you have provided an email, mobile phone number, or details of your social media profiles, we will send you information by those channels – including by direct message through social media – covering

notification of the next race date and how to enter the race or ways to help volunteer for us on race day if you are unable to run.

- 3.5 To contact you by phone and post. Where it is appropriate and relevant, and you have provided us with a telephone number or a postal address, we may need to call or write to you if there is a need in relation to your race entry.
- 3.6 To manage your contact preferences. You can tell us to stop contacting you, or change the way in which we do so, by getting in touch with us using the details in the "Contacting us" section. We will keep a record of any requests to stop receiving marketing from us to ensure that we do not communicate with you in the future, unless you tell us you want to hear from us again.
- 3.7 To understand our runners demographics. We will analyse data from our database so that we can understand our runners better and comply with UKA post race requirements. For example, we need to report on how many affiliated and non-affiliated runners we have on the day as part of our post race reporting to UKA. We are also interested to learn where our runners come from to ensure we are reaching all audiences who may be interested in taking part in the race.

If you would prefer we didn't use your information in this way, then you have the right to tell us to stop and can do so by getting in touch with us using the details in the "Contacting us" section.

## 4. Keeping your details up to date

We use your race entry information to update our records from one year to the next to ensure the information we hold is accurate and up to date. You can let us know if your contact details change by contacting us.

## 5. Sharing your information with other organisations

We will never share your information with third parties for their own purposes, unless this is explained to you at the time we collect your information, you give us your permission to, or we are required to do so as part of our race certification. For example, we are required to report on number of runners that are affiliate or unaffiliated and total numbers by male/female.

We also use suppliers known as 'data processors' to process data on our behalf, for example, to process your online entry. When enlisting the services of such suppliers we ensure that they are under a contractual obligation to only use your information in accordance with our instructions and for no other purposes.

## 6 Transferring your information outside the EEA

Sometimes organisations who work on our behalf may manage information outside the EEA. In those circumstances, we will make sure that we have a valid reason for doing so under current Data Protection Legislation.

## 7. How long we keep your information

As a general rule, we will hold your information for a period of up to seven years from the last time that you entered the race.

## 8. Information Security

We work hard to keep your data safe. We use an appropriate combination of technical and organisational measures to ensure as far as reasonably possible, the confidentiality, integrity and availability of your information at all times.

## 9 Your rights

Under the General Data Protection Regulations (GDPR) you have the following rights:

- 9.1 Information Right– the right to receive the information contained in this policy.
- 9.2 Personal Data Access Right - the right to know that we are processing your personal data and, in most circumstances, to have a copy of the personal data of yours that we hold. You can also ask for certain other details such as what purpose we process your data for and how long we hold it.
- 9.3 Personal Data Correction Right – You have the right to request that we correct inaccurate data or complete incomplete data that we hold on you.
- 9.4 Personal Data Erasure Right – Known as the Right to be forgotten. In certain circumstances you may request that we erase your personal data held by us.
- 9.5 Personal Data Restriction Right – You have the right to restrict the way we process your personal data in certain circumstances, for example if: you contest the accuracy of the data, if our processing is unlawful, to pursue legal claims, where we are relying on legitimate interests to process data.
- 9.6 Data Processing Objection Right – You have the right to object to us processing your data for direct marketing purposes or statistical purposes
- 9.7 Data Portability Right – you have the right to receive a copy of certain personal data
- 9.8 Right to Withdraw Consent at any time - Where we use your personal information based on your prior consent, such information about your health, or where you have given us permission to send you marketing communications by email, mobile messaging and by direct message on social media, you can withdraw your consent at any time by contacting us.

## 10. Complaints

We work hard to ensure that your personal information is treated safely and securely. However, if you have a complaint, write to us using the contact details at the end of this policy, or talk to a member of the race committee. You have the right to complain to the Information Commissioner's Office. [\(INCLUDE LINK\)](#)

## 11. Changes to our Privacy Policy

We review our privacy policy from time to time and will place any updates on our website.

## 12. How to Contact us.

If you would like to discuss anything in relation to this policy or how we handle your personal information, you can reach a member of the Race Committee by making contact via our contact details on our web site. [\(LINK TO CONTACT PAGE\)](#)

Policy last updated 16<sup>th</sup> March 2024