

DATA PROTECTION AT CHRISTCHURCH RUNNERS ORGANISED RACES PRIVACY NOTICE FOR COMPETITORS, MARSHALS AND RACE CREW

Protecting and keeping secure your personal information

1. What is the purpose of this document?

The Race Organisers (**we/us**) are committed to protecting the privacy and security of the personal information we hold on competitors and staff involved with the race, both past and present.

This “Privacy Notice” describes how we collect and use personal information about you, as an individual (**Data Subject**), during and after your participation with our race, in accordance with the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.

The legal basis upon which we rely to hold and process your data is the submitted race entry form or undertaking for providing services for the race, in accordance with the GDPR.

For the purposes of the GDPR the Race Committee has appointed an officer as a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to people entering our races since 2018 and all volunteers engaged with our events. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time. However, if we do so we will issue a communication via our race website.

This is the overarching Privacy Notice in relation to your involvement with us. However, to ensure transparency and compliance we may at times issue additional notices in relation to any processing which may not have been in contemplation of you and us when we entered into contract with you, so that you are aware of how and why we are using such information.

2. Data Protection Principles

We will comply with the GDPR and relevant data protection law. The GDPR says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date when you inform us of changes (see section 13).
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

3. The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection.

At any time during your relationship with **us**, **we** will collect, store, and use some or all of the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.

- Next of kin and emergency contact information.
- Unique Runner Number (as provided or sourced via UK Athletics).
- Details of race fees paid/received
- Entry and Race date.
- Role and organisation or volunteers.
- Photographs, Video footage and other information obtained openly through publicly available electronic means such as social media
- Information about how you first heard about the race.
- Safety related data

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your health, including any medical condition that may be needed by First Aiders or medical practitioners during the period of the race and the post-race activities
- Details of any injuries sustained while with us.

4. How is your information collected?

We collect personal information, sensitive or otherwise, through the race entry process or directly from candidates.

5. How we will use information about you

We will only use your personal, or sensitive personal information in the following circumstances:

1. Where we need to perform essential tasks involved with the event.
2. Where we need to comply with a legal obligation.
3. For welfare related activities we need to process your “special category data” for the “purposes of preventive or occupational medicine, for the provision of health or social care or treatment or the management of health”. This processing is also subject to conditions and safeguards specified by relevant nursing and medical professional bodies.

6. Situations in which we will use your information

From time to time we may need any or all of the categories of information listed above. Primarily this allows us to perform our obligations with you for your safety and well-being and to enable us to comply with our legal obligations. In some cases we may use your personal, or sensitive information to pursue legitimate interests of our own or those of third parties (e.g. health care professionals), provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal, or sensitive information are listed below.

- Making a decision about your state of health with regard to the need for risk mitigation
- Determining the roles that are suitable for you to volunteer for.
- Gathering evidence for possible legal hearings.
- Making decisions about your participation.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your information.

If you fail to provide information

If you fail to provide certain information when requested, we may not be able to allow participation, or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our team and our competitors).

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

7. How we use particularly sensitive information

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with your participation
3. Where it is needed in the public interest

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public. We may also process such information about Staff in the course of legitimate business activities with the appropriate safeguards.

Our obligations

We will use your particularly sensitive personal information in the following ways:

- We will use information about your physical or mental health, or disability status, to ensure your health and safety throughout the event

Do we need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your consent (written or verbal) to allow us to process certain data including sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your participation with **us** that you agree to any request for consent from **us**.

8. Information about criminal convictions

Not applicable

9. Automated Decision Making

We do not envisage that any decisions will be taken about you using automated means, however we will notify via updating this policy and publishing it via our Event website(s) if this position changes.

10. Data Sharing

We receive automated race entry details from a third party service provider, RunBritain who are a trusted athletics resource who treat race entry information according to their own data privacy policy.

Once supplied to us, your race entry details are not stored online or shared with any third parties with the exception of Medical Services Provider who may require personal details in the course of treatment or follow-on responses. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

11. Data Security

Once supplied to us by RunBritain, your race entry details are not stored online or shared with any third parties with the exception of Medical Services Provider who may require personal details in the course of treatment or follow-on responses. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

In addition, we limit access to your personal information to only be available to those who have a legitimate need to know.

Your name and race performance are published online, but to prevent any other of your personal information accidentally being posted online we have introduced safeguards when preparing the race entry list and the race results.

We believe we have therefore put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will notify you and any applicable regulator of any confirmed or suspected breach.

12. Data Retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. In general this is only for the purposes of ensuring the safest possible conditions (e.g. by keeping at hand any medical details that we have been made aware of) and compiling race results, where age, gender, Club and the Athlete URN code (if applicable) are provided to identify the results of each competitor.

The address and email and other contact details as provided by competitors is retained for the purposes of notifying race information (e.g. pre-race instructions, possible event cancellation or rescheduling, changes in conditions of participation) and for contacting next of kin should any incident arise.

Competitors email contact details are retained for the year of the race in order to notify provisional results (that they can be checked for errors to be corrected). This email asks the competitors to opt-in for notifications of future races.

Unless during this period an athlete has entered into a dispute with the organisers, all personal data relating to their application is erased, with the exception of the name, club, race category and Athlete URN as published in the race results.

Similarly other volunteers and organisations who assist us with staging this event will have their contact details removed from our database unless they chose to opt-in. However we do retain anonymous business email addresses for organisations who have supported the race to allow us to request feedback and contact them again for involvement in future events. Our database will remove these contacts only where expressly requested.

In some circumstances we may retain anonymised information – edited so that it can no longer be associated with an individual, for instance to show the age, geographical, club affiliation or other such demographic of the race.

This anonymised data may include data from Competitors who expressly requested their data to be removed from our records (e.g. the oldest runner in our race was aged 92).

13. Rights of Access, Correction, Erasure and Restriction

Your duty to inform us of changes

It is important that the personal information we hold about competitors and other parties involved with our event is accurate and current.

Rights in connection with personal information

Under certain circumstances, by law those whose data we hold have the right to:

- **Request access** to their personal information.
- **Request correction** of the personal information that we hold.
- **Request erasure** of your personal information.

If a Data Subject wants to review, verify, correct or request erasure of their personal information they must contact the club via club@christchurch-runners.org.uk

What we may need

We may need to request specific information to help us confirm an Athlete's identity and ensure their right to access the information held in our database is valid. This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

14. Your Rights

In the limited circumstances where a Data Subject may have provided consent to the collection, processing and transfer of their personal information for a specific purpose, they have the right to withdraw your consent for that specific processing at any time. To withdraw consent, please contact the club via club via club@christchurch-runners.org.uk

Once we have received notification that consent has been withdrawn, we will no longer process the information for the purpose or purposes originally agreed to, unless we have another legitimate basis for doing so in law.

15. Data Protection Management Team

We have established a Data Protection Management Structure by appointing members of the race committee with duties of ensuring data protection measures are adequate. The responsibility ultimately rests with the Race Director.

16. Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time. We may modify the policy about the processing of personal information during the preparation stages for each year's race, which may be after some data for that race year has come in. Under these circumstances any material change that is not widely publicised in the public domain will be notified to all competitors who have registered under the preceding policy's terms.

If you have any questions about this privacy notice, please contact the club via club@christchurch-runners.org.uk

Or you can contact the Information Commissioners Office on: casework@ico.org.uk