

## Checkendon Run

### Privacy Notice

#### **Our contact details**

Checkendon Run is organised by a committee of Checkendon Pre-School CIO, Checkendon Village Hall, Checkendon RG8 0SR, and Checkendon Pre-School CIO is the controller of your personal data.

If you have questions, comments or complaints in respect of the use of your personal data for the Checkendon Run, the organisers of Checkendon Run can be contacted:

by email - [run6@checkendon-run.org.uk](mailto:run6@checkendon-run.org.uk)

by phone - 07974 918707

by post – Checkendon Run Personal Data c/o Honor von Schmieder, Greenacre, Checkendon, RG8 0SX

#### **What type of information do we have?**

We will collect your name and contact details, age and gender from you so that we can keep you up to date before the race, administer the race on the day, put you in the correct class, process results and let you know about our next events. Some or all of this information will be given to us by our registration agent.

We will also collect this information in relation to children who enter the event.

Photos will be taken during the event and we will use these photos for publicity on our website, social media accounts (Facebook, Instagram) and in local press.

We will collect the name and contact details of next of kin of all runners and we will only use this in the case of an emergency.

#### **Why do we need your personal data?**

We need your name, age and gender to process your entry (which is a contractual obligation), put you in the correct class, administer the race and process the results. It is in our legitimate interest to use photos of you which are taken on race day for marketing, and it is also in our legitimate interest to keep your contact details on record after the race so that we can follow up with any queries after the race and let you know about the race the following year.

We need your next of kin details so that we can contact them in the case of a medical emergency affecting you.

#### **How long will we keep your personal data?**

We will keep your contact details for three years so that we can track entries and let you know about future events. We will keep your name, gender and age for about a year after the event on the results page of our website (until the next annual race results are published) so that you and others can see race statistics from the previous year.

After these times we will securely destroy your personal data.

### **Who else will see your personal data?**

We will need to share your information with people or companies who need to see it so that the run can operate, for example the company that provides timing chips, and we will publish results (including your name, age and gender) on our webpage, on social media and in local press. We won't share your personal data with anyone else unless required to do so by law (which we don't expect to happen!) and we certainly won't sell it to companies who just want to send you marketing.

When you register online you will provide your personal data to our registration agent who will pass your details on to us.

We are a small organisation based in the UK and will keep all your personal data securely in the UK . We use encrypted laptops and password protection.

### **You are in control of your personal data!**

If you do not want to hear about next year's event please let us know by emailing [run6@checkendon-run.org.uk](mailto:run6@checkendon-run.org.uk).

The Data Protection Act 2018 gives you various rights over the personal data we hold about you, for example you can object to us processing your personal data, get access to your personal data and ask us to correct any errors in your personal data or to delete it completely. If you would like to exercise any rights relating to your personal data please contact [run6@checkendon-run.org.uk](mailto:run6@checkendon-run.org.uk). If you are not happy with how we handle your personal data you can also contact the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk), phone: 0303 123 1113), but please talk to us first so that we can try to help you!

