

## WHO WE ARE

**i** References to “we”, “our” or “us” in this privacy notice are to Lothian Running Club. **Lothian Running Club (LRC)** is an Athletics and Running Club, and an affiliated member of **scottishathletics** (Scottish Athletics Ltd). Lothian Running Club are committed to maintaining the trust and confidence of our website visitors, and club members.

Lothian Running Club will be a “Controller” of personal information provided to us by our members. This Privacy Policy will provide detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

## PRIVACY NOTICE FOR EVENT ENTRIES

### 1. The Quick Version

We will ask you for various bits of personal information when you enter an LRC event. This is all the normal sort of stuff you would expect and we only use it for the purposes of administering the event. Aside from the specific exceptions listed below, we will not keep these details any longer than is required and we will not share this information except for the following cases:

- We will make the results (including name, gender, age category) of all events publically available on our website, social media and other result sites. Results will be stored for historical record.
- As a Scottish Athletics licensed event, we are required to share our entry list with Scottish Athletics Ltd.
- As required to meet any legal obligations.
- If you asked us to on your entry form, we will retain your email address for the sole purposes of contacting you about future LRC events.
- We may supply your details to a third party company to provide timing and results services.

If you enter via QBuster online service then they will become a Controller of the data you supply via that form which which will be subject to their privacy policy (<https://www.q-buster.co.uk/privacy>).

### 2. What we need

#### **Participants**

**i** When you apply for entry to an event run by Lothian Running Club (e.g. Dechmont law Trail Races) we will ask you to supply certain information that is required for us to administer the event, this includes :

- Contact Details: Name, address, phone number, email address
- Personal Information: Date of Birth, Gender
- Scottish Athletics Membership Number and affiliation status
- Pertinent Medical Information.
- Emergency contact details.
- Optional consent to contact you about future events.

If you are providing us with details of next of kin, family members, and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights” section below.

Records and assessment of any rankings and competition results, details regarding events attended and performance.

## Volunteers

- i** • Contact Details : Name, email address , phone number
- PVG Certificates.

## 3. How we obtain your information

- i** We obtain your personal information when you complete and send us a paper entry form, or when you complete an online subscription using the QBuster service. Members using the QBuster service should review the QBuster privacy policy (<https://www.q-buster.co.uk/privacy> ).

## 4. Why we need your personal information

### Contractual Purposes

- i** We need to collect personal information so that we can properly administer the event. In particular we need to:
  - Verify the race category (age / gender) in which you will compete.
  - Verify your eligibility for a first 'first local' prize
  - Send you essential race communications by post or email including but not limited to: updates to race information, prize notifications.
  - Contact your nominated person(s) in the event of an incident or emergency.
  - Provide information to medical providers about any pertinent medical conditions.

If you do not provide us with all the personal information that we need to collect, then this may affect your ability to participate in the race or affect your eligibility for a prize.

### Legitimate Interest

- i** We also process our members' personal information in pursuit of our legitimate interests to:
  - Post results on our website and social media sites and distribute via our email list.
  - Contact you about future events if you have specifically allowed us to on your entry form.
  - Collected anonymous aggregated statistics on race attendance from year to year. E.g. how many participants there were in each age group.
- i** Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [dataprotection@lothianrunningclub.co.uk](mailto:dataprotection@lothianrunningclub.co.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a participant.

## 5. Who we share your personal Information with

- i** As a Scottish Athletics licensed event, we will share your name and evnt category (age group and gender) with Scottish Athletics Ltd., who will become a controller of your personal information when they receive it. Scottish Athletics privacy notice explains how they use your personal information and can be accessed <https://www.scottishathletics.org.uk/about/privacy-notices/>.

We may share entry lists with a third part race timing and results provider.

We will share the medical information you provide with medical professionals and first aiders in the event that you require treatment.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable adults.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

## 6. How we protect your personal information

**i** Your personal information is stored electronically and protected by a secure password. Access is restricted to a limited number of club officials for the purposes set out above. We may from time to time make use of reputable and secure cloud file sharing services (e.g. Drop Box), located in the EU or signed up to 'Privacy Shield' (<https://www.privacyshield.gov/welcome>), to facilitate access to your data for the purposes described above. In such cases access will be strictly controlled and restricted to authorised club officials for legitimate purposes.

If you provided a paper application form, this is kept securely by the event organizer, until they are no longer required, at which point they will be disposed of securely.

Where you made your application using the QBuster service, a copy of your details will be stored on the QBuster servers and is accessible by a limited number of club officials. See the QBuster privacy policy (<https://www.qbuster.co.uk/privacy>)

## 7. How long we keep your personal information for

**i** We will keep your personal information for as long as necessary for the purposes of administering the event, possibly up to 2 years in case of any enquires e.g. relating to race results.

We may also store anonymous aggregated data such as how many participants were in each age group / category etc, for much longer periods. Race results will be stored indefinitely.

## 8. Your Rights

**i** You can exercise any of the following rights by writing to us at [dataprotection@lothianrunningclub.co.uk](mailto:dataprotection@lothianrunningclub.co.uk).

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a "subject access request".
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information.
- You have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Lothian Running Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)