



## Privacy Policy

### 1. About this policy

This policy explains when and why ACE RaceRunning (“we”) collect personal information, how we use it, how we keep it secure and your rights in relation to it.

All of your personal information will be treated in accordance with the terms of the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR), which came into effect on 25 May 2018. This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure.

We reserve the right to amend this Privacy Policy from time to time without notice, amendments will not be made retrospectively.

If you have any questions regarding this policy then please contact us by emailing [info@acerr.org](mailto:info@acerr.org), telephoning 07531 061 307 or writing to ACE RaceRunning, Suite 102 Fullarton House, 4 Fullerton Street, Ayr, KA7 1UD.

### 2. Why we process your information

We may collect, use and store your personal data, as given to us by you, for the purposes of:

- 2.1 Administering and providing Running Bikes and associated equipment to an individual or to an organisation
- 2.2 Managing and administering volunteers
- 2.3 Managing Supporters of the charity
- 2.4 Managing enquiries to us, either from an individual or from an organisation
- 2.5 Managing Communication/Fundraising/Promotion activities

We may also store information about suppliers of equipment or other organisations that we make contact with.

We are the controllers of the data.

### 3. What information we process and the legal basis

Type of Information	Purpose	Legal Basis
Name, address, telephone number, email address,	To manage the provision of Running Bikes and other equipment	For the purpose of our legitimate interests in providing equipment
Date of birth	To determine if 16 years or over	For the purpose of our legitimate interest in obtaining contact information from a parent/guardian/carer
Place of education (if applicable)	To communicate relevant activity information	For the purpose of our legitimate interest to provide information on relevant activities
Disability	To assess suitability for use of Running Bikes and be aware of information that may impact use of Running Bikes	For the purpose of our legitimate interests in providing and assessing use of equipment

Name, address, telephone number, email address  Disability	To perform Volunteer Administration  If applicable	For the purpose of our legitimate interest in communicating  To be able to provide any reasonable adjustments for the Volunteer
Name, address, telephone number, email address	To Purchase Equipment	For the purpose of our legitimate interest in purchasing equipment.
Name, address, telephone number, email address	To respond to enquiries from individuals or other organisations	For the purpose of our legitimate interest in replying to enquiries. By making contact with us we have consent to process their details as provided to us. Consent may be withdrawn at any time.
Name, address, telephone number, email address  Name, Post Code	To perform Supporter Administration  Gift Aid Claim	For the purpose of our legitimate interest in managing our Supporters. By making a donation to us we have consent to process their details as provided to us. Consent may be withdrawn at any time. We may require to store some historical information to comply with current regulations.  Consent. By completing a Gift Aid form we have consent to make a claim. Consent may be withdrawn at any time by contacting us. We may require to store some historical information to comply with current regulations.
Name, date of birth, school/college/university	To take part in an external event	Consent. By asking us to enter you into an external event we have your consent to provide your details to the organiser of that event.
Name, address, email address	To send newsletter, share information that we may receive, fundraising	Consent. We will seek your consent to send you this information. Consent may be withdrawn at any time.
Photo/Video	To use on website/in newsletters or any other material produced	Consent. We will seek your consent to use your photo/video. Consent may be withdrawn at any time.

#### 4. Access to and disclosure of your information

We do not sell or rent your data to third parties, or share with third parties for marketing purposes.

We will only share data with other organisations where:

- we have your consent to do so
- are required to do so under a statutory or regulatory requirement
- or are permitted to do so under the Act

We will put in place technical and organisational measures necessary to ensure the security of your information.

Our website may be viewed from outside the EU where it is not subject to the Act.

#### 5. Retention

We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid or the administration of the Charity). We will hold your personal information on our systems for as long as is necessary for the relevant purpose. If you are no longer in contact with us then under normal circumstances your data would be deleted after 5 years.

#### 6. Your rights

You have the right to request access to, copies of and rectification or erasure of personal data that we hold and to object to processing. If you would like to receive a copy of your information then contact us by emailing [info@acerr.org](mailto:info@acerr.org), telephoning 07531 061 307 or writing to ACE RaceRunning, Suite 102 Fullarton House, 4 Fullerton Street, Ayr, KA7 1UD.

If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. If you contact us to withdraw consent we will explain the consequences of doing so in any particular case.

#### 7. Profiling or automated decision making

We do not use any automated decision making processes.

#### 8. Further Information

Further details on the GDPR can be found at [www.ico.gov.uk](http://www.ico.gov.uk) (Information Commissioner).

If you have any issues with how we processed your data, then please contact us in the first instance. If you are not satisfied with our response then you have the right to lodge a complaint with the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.