



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, 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
- 2.6 **Health Protection Regulations**

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 | For the purpose of our legitimate interests in providing and assessing use of equipment |

| | | |
|-----------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | may impact use of Running Bikes | |
| 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. |
| Name, telephone number or address or email | To share with Public Health Officers if requested. | For compliance with a legal obligation. |

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, 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 (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.