



## Privacy Policy

### Who we are

The Hogsmill 5 is an annual 5-mile race for ladies organised by a committee of volunteers from Epsom Allsorts Running Club.

As race organisers, we take your data privacy seriously. This policy explains the type of data we collect from you, how we use it, and how to contact us about your data privacy rights under the General Data Protection Regulation.

### How we use your data

When you enter the race (online or on paper forms for entries on the day) we collect the following information about you:

- Name
- Date of Birth
- Gender
- Address
- Phone Number(s)
- Email address
- Running Club (if applicable)
- England Athletics / UK Athletics membership number (if applicable)
- Emergency contact details
- T-shirt size or other additional information relating to a race memento (this may change from year to year)

This data is used for race administration purposes, including:

- Identifying you from the other runners;
- Ensuring you are eligible to take part in the race;
- Being able to contact you if there are any queries about your entry or after the race (e.g. if you win a prize);
- Being able to contact a family member or friend if you are taken ill or injured at the event;
- Categorisation of results into age groups;
- Identifying the running club with the most finishers (for the “mob” trophy);
- Validating UKA affiliation for discounted entries; and
- Providing you with a race memento.

We use Sport Systems hosted IT system for administering race entries, timing and results. Sport Systems partner with Primo Events to provide the online race entry facility. When you enter the race online your data is captured by Primo Events and shared with Sport Systems and us as race organisers. We only receive the information listed above and the entry fee that you have paid. We do not receive any payment card information from your race entry purchase via Primo Events.

If you purchase an on-the-day entry, we capture the same information listed above and enter it into the Sport Systems hosted IT system for administration of your entry and to ensure you can be included in the race results.

After the race we publish the race results including your finish position in the race, finish time, name, running club or team, category (based on age groups) and your race number. The race results are published on our website ([www.epsomallsorts.org.uk/hogsmill5](http://www.epsomallsorts.org.uk/hogsmill5)). This information is also shared with Sport Systems and Run Britain who may publish it on their own websites.

As part of the Hogsmill 5 event, we also offer fun runs for children. To administer these races, we capture the following information for each entrant: child's name, child's age, parent or guardian's signature and acceptance of a safety risk disclaimer. We only use paper entry forms for these and the data is not shared with any other party.

We have a race photographer who takes photographs throughout the event including, but not limited to: participants in the Hogsmill 5 race, children's races, event preparation, spectators, volunteers, marshals, sponsors, and the prize giving activities. The race photographer owns the rights to all photos. We usually include a link to the photos on our website.

### **Data retention**

We apply Information Security best practices to keep your data safe and only use IT suppliers who comply with the General Data Protection Regulation. We store your data electronically in a secure cloud-based solution provided by the Microsoft Corporation. Electronic race entry data for the Hogsmill 5 and paper-based entry data for the children's races is kept for 3 years from the race day. After this time the data is deleted from our records unless there is a legitimate reason to retain it, such as an unresolved insurance claim. Race results are stored indefinitely in line with general practice for running events as this helps runners keep a track of their lifetime best performances.

### **Email Communications**

We provide service emails to entrants and finishers of the Hogsmill 5 race to provide important pre-race safety information and to share links to the race results and photographs after the race. These include a facility for you to opt in to receiving promotional emails including offers for future Hogsmill 5 races. This is entirely optional and if you do opt-in but change your mind later, you can easily opt-out again at any time.

We use the Mail Chimp service to administer service and marketing emails and we only share with them your name and email address.

### **Your rights**

You are entitled to view, update, restrict processing and request erasure of the data we hold on you at any time. If you would like to exercise any of these rights, or if you have any queries about this policy or how we use your data then please contact [race@epsomallsorts.org.uk](mailto:race@epsomallsorts.org.uk)

This policy was last updated in May 2018.