

Prospect Community Housing Wester Hailes Fun Run

GDPR Fair Processing Notice (How we use your personal information)

The Wester Hailes Fun Run is an annual event organised by a partnership of local organisations. As part of this partnership, Prospect Community Housing is responsible for organising registration for this event. This notice explains what information we collect from you for the Wester Hailes Fun Run, when we collect it and how we use it. During the course of delivering the role of registration organiser, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Prospect Community Housing, a Scottish Charity (SC029797), a registered society under the Co-operative and Community Benefit Societies Act 2014 (229OR) and having our Registered Office at 6 Westburn Avenue, Edinburgh, EH14 2TH.

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number **Z4610401** and for the purposes of the Wester Hailes Fun Run, we are the data controller of any personal data that you provide as part of your entry to this event.

Our Data Protection lead officer is Leigh Pettigrew.

Any questions relating to this notice and our privacy practices should be sent to enquiries@prospectch.org.uk

How we collect information from you and what information we collect

We collect information about you when you enter the Wester Hailes Fun Run, either online via Eventbrite, or through completing an entry form. We collect this information from you directly either before the event or on the day of the event.

We collect the following information about you:

- Name
- Address
- Telephone number/ mobile number
- E-mail address
- Date of birth
- Age on the date of the race
- Gender
- Additional requirements if you have a disability
- Charity you are raising money for if you are taking part for this purpose
- Photos

For young people under the age of 16 we additionally collect

- Name of parent or guardian

For young people under the age of 14 we additionally collect

- Name of responsible adult taking part with that young person

Why we need this information about you and how it will be used

We need this information to process your registration with the Fun Run. We do this on the grounds of your consent that you have given either online as part of your registration through Eventbrite, or through a paper entry form that has been submitted prior to the event, or on the day.

We will use your information

- To enable us to contact you before or on the day of the event to keep you informed of what is happening and about any changes
- To identify entrants under the age of 16 to ensure they have parental/ guardian permission to take part
- To identify entrants under the age of 14 to ensure they are taking part with a named responsible adult
- To have emergency contact details for entrants under the age of 16
- To identify any additional support requirements you might have that would assist you in participating fully in the event
- To determine winners in the different awards categories
- To analyse the information we collect so that we can report accurately to funders and to improve and develop the fun run as an event.
- To use photos to report to funders, and to publicise the Fun Run in print, on our website and through social media sites. We will take General photos of the event, and Specific photos of individuals/ small groups. We only need your consent for Specific photos that you are in and we will ask you for this separately.
- To let you know when the following year's event is taking place.

Sharing of Your Information

The information you provide to us will be treated by us as confidential and will be processed by our employees, Fun Run volunteers and Eventbrite within the UK/EEA. Paper forms completed on the day are supervised by Fun Run volunteers. We will only share your information in the following circumstances:

- We share some of your information on the day with the company providing the PA function to enable commentary at the Finish. We share specific information with them: Name, age if under 14, charity you are supporting if you have indicated this on your entry. We share this information on paper which is returned to us after the event.

- We share some of your information on the day with Harmeny Athletics Club to enable them to record and collate timings for all participants. We share your name and if you are under 16, your age. This information is shared on paper sheets produced on the day. Harmeny AC will return these sheets to us within 7 days, once they have produced a list of all the timings and places. We publish this list online on the Digital Sentinel.
- In an emergency that is directly affecting you, we would share your information with third parties acting as First Responders.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe.

Eventbrite does not control the registration process or the data collected for the Wester Hailes Fun Run. Personal data provided via Eventbrite is securely stored online: Eventbrite's information systems are protected by industry standard firewalls and intrusion detection systems. Further details about Eventbrite's security standards can be found at www.eventbrite.co.uk/security.

Personal data provided through paper entry forms is entered and stored on Prospect's servers which are protected by industry standard firewalls and intrusion detection systems. The paper forms are treated as confidential waste once personal data has been recorded. Paper forms completed on the day are collected and taken to Prospect's office. Once processed they are treated as confidential waste.

How long we will keep your information

For personal data provided for the purpose of entering the Wester Hailes Fun Run, the data retention period will be a year. After this point, we will delete the data from our server, and take all personal data off the Eventbrite site.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- and make a request to us to delete what personal data we hold about you

If you would like to exercise any of your rights above, please contact us enquiries@prospectch.org.uk

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland
 45 Melville Street, Edinburgh, EH3 7HL
 Telephone: 0131 244 9001
 Email: Scotland@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.