**What we need**

Linlithgow Athletic Club is an unincorporated association affiliated to Scottish Athletics.

Linlithgow Athletic Club will be a "controller" of the personal information that you provide to us in this form unless otherwise stated.

When you register to take part in the 10K or Fun Run we will ask you for the following personal information:

* Name
* Address
* Date of Birth
* Gender
* Club Name
* National Athletics membership status and number (for example, Scottish Athletics)
* Email address
* Phone number
* T-shirt Size (to enable us to order the correct number) – this is collected for 10K only

This information is collected via Entry Central. Entry Central’s privacy notice explains how they use your personal information and can be found on their website.

Fun Run entries may also be submitted on paper forms. These will be shredded within a month of the event taking place.

**Why we need your personal information**

We need to collect competitors’ personal information for the following reasons:

* To provide important information about the event you have registered for;
* To compile and publish race results, and provide you with official timings;
* To identify prize winners in various categories;
* To identify you in the event of an emergency situation, medical or otherwise;
* To allow us to provide Scottish Athletics with accurate information about their members who have competed (this is part of our license agreement for the event);
* To allow us to understand the demographics of the competitors, to assist with marketing of future events;
* To provide information after the event, such as links to photos, videos etc;
* To request feedback after the event;
* To ensure compliance with age restrictions.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide results and timings, and to consider you for prizes.

**Other uses of your personal information**

We may ask you if we can process your personal information to provide you with information about future events. This is optional. If you do not consent to this, we will not send you this information.

**Who we share your personal information with**

We share basic information with our timing company, StuWeb. The data we share is: Race Number, Name, Gender, Date of Birth, Club, Linlithgow Runner (Y or N), West Lothian Runner (Y or N). StuWeb use this information to time the race on the data, to publish and store race results on their website, and to provide us with prize lists. StuWeb’s privacy notice explains how they use your personal information and can be found on their website.

We share information with Scottish Athletics to allow them to publish results. The data we share is Race Number, Name, Gender, Age Group and Club Name. Scottish Athletics' privacy notice explains how they use your personal information and can be found on their website.

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

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this for promotional and/or journalistic purposes.

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.

We publish the results of our competitions on our website. This includes competitors' name, age, result.

**How we protect your personal information**

The club will store your personal information in a password-protected cloud storage solution, and is accessed by our committee members for the purposes set out above.

This data may be stored outside the UK/EU, and is subject to the EU-US privacy shield framework.

**How long we keep your personal information**

Published results will be retained indefinitely by the club, StuWeb and Scottish Athletics.

Other personal data held by the club will be deleted with 2 years of the event.

**Your rights**

You can exercise any of the following rights by writing to us at linlithgow10k@virginmedia.com.

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 Linlithgow Athletic 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/)