

# Sawston Fun Run Privacy Policy

## Our contact details

Name: Mr Gerry Holloway

Address: 9 St Mary's Road, Sawston, Cambridge, CB22 3SP

Phone Number: 07769 502903

## The type of personal information we collect

We currently collect and process the following information:

- Full name and address
- email address
- Telephone number
- Age by range
- Gender
- College House if at Sawston Village College

## How we get personal information and why we have it

The personal information we process is provided directly by you when registering for the Sawston Fun Run and Walk. No other sources of personal information are used.

The information we collected is required to record who has registered for the Sawston Fun Run and Walk and who is eligible to participate in the event on the day.

The information may be passed on to the emergency services including the St John's Ambulance Services if there is an emergency during the event.

The information may also be used to inform you of future Sawston Fun Run events.

We share this information with the Cambridge Sawston Rotary Club who assist in the organisation of the events and maintain the records of the participants in the event. The Privacy Policy of Cambridge Sawston Rotary Club can be found using the following link: [CSRC Privacy Policy](#)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Sawston Fun Run Organising Committee at [sawstonfunrun@gmail.com](mailto:sawstonfunrun@gmail.com)**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

## **How we store your personal information**

Your information is securely stored on a private, password protected computer.

If you are over 18, we keep your name and contact details for a maximum of 3 years for the sole purpose of keeping you informed of future events. You can request we delete your name and contact details at any time by contacting us at [sawstonfunrun@gmail.com](mailto:sawstonfunrun@gmail.com)

The names and contact details of children under 18 will be deleted one month after the event unless permission is given by a parent or guardian to keep the information on file for notification of future events. Such permission can be given by contacting [sawstonfunrun@gmail.com](mailto:sawstonfunrun@gmail.com)

Any hard copies of names and contact information printed off for use on the day of the event will be shredded within one month of completion of the event.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [sawstonfunrun@gmail.com](mailto:sawstonfunrun@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [sawstonfunrun@gmail.com](mailto:sawstonfunrun@gmail.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>