

# Kirkcaldy Parks Running Festival

## Privacy Policy

At Kirkcaldy Parks Running Festival, we value your privacy and are committed to protecting your personal data in line with the UK General Data Protection Regulation (UK GDPR). This Privacy Policy explains what information we collect, how we use it, and the measures we take to keep it secure.

### Event Registration

To register participants and assign appropriate categories, we collect:

- **First Name** and **Last Name**
- **Home Address**: for administrative purposes, and where necessary for official event correspondence. This information will not be shared publicly and will only be retained as long as required for the purpose collected.
- **Date of Birth**: used solely to calculate age category on event day
- **Gender**: where categories are specified
- **UK Athletics membership ID**: to confirm that an entrant is a registered member of UK Athletics where applicable and to ensure eligibility for discounted entry fees or competition under UKA rules.
- **Emergency Contact Information**: to ensure we can reach someone on your behalf in case of emergency

Emergency information is accessible only to registration managers, the Event Director, and Run Director on the event day to ensure participant safety.

We collect information through **Entry Central**, a third-party platform, acting on our behalf as a Data Processor. They also act as an independent Data Controller. Please review their privacy policy when registering to understand how your data is handled. Once collected, relevant information is transferred to and controlled by Kirkcaldy Parks Running Festival.

We may share UK Athletics Membership ID data with **Scottish Athletics** for the purposes described and they act as an independent Data Controller, please review their privacy policy to understand how your data is handled

If you consent during sign up to future contact, we will retain:

- **First Name**
- **Last Name**
- **Email Address**

This will only be used for event updates and announcements until you request otherwise.

## Fun Run Registration

To register participants and assign appropriate categories, we collect:

- **First Name** and **Last Name** of child
- **Age on Day of Event**: used solely to confirm eligibility on event day
- **Emergency Contact Information**: to ensure we can reach someone on the child's behalf
  - First Name**,
  - Last Name**,
  - Email Address**
  - Telephone Number**

- **Parent or Guardian on Event Day Information**: if different to the Emergency Contact  
Emergency and Parent/Guardian information is accessible only to registration managers, the Event Director, and Run Director on the event day to ensure participant safety.

Information may be collected using tools such as **Microsoft Forms**, **Google Forms**, or **JotForm**, all of which comply with data protection regulations. These platforms act as Data Processors on our behalf but may also process certain information independently in line with their own privacy policies, and we encourage you to review those policies for further details. Once collected, relevant information is transferred to and controlled by Kirkcaldy Parks Running Festival.

If you consent during sign up to future contact, we will retain the Emergency Contact:

- **First Name**
- **Last Name**
- **Email Address**

This will only be used for event updates and announcements until you request otherwise.

## Event Communications

To provide updates, reminders, or changes to the event, we collect:

- **First Name**
- **Last Name**
- **Email Address**

This ensures we can communicate important information promptly.

## Volunteer Registration and Coordination

Volunteers are essential to our events. To register and assign volunteers, we collect:

- **First Name and Last Name**
- **Home Address**
- **Email Address**
- **Mobile Number**
- **Emergency Contact Information**
- **Location Preferences** (to assign suitable roles where possible)

Information may be collected using tools such as **Microsoft Forms**, **Google Forms**, or **JotForm**, all of which comply with data protection regulations. These platforms act as Data Processors on our behalf but may also process certain information independently in line with their own privacy policies, and we encourage you to review those policies for further details.

Mobile numbers and location preferences may be shared with Senior Marshals or coordinators for event-day organisation. Emergency contact and medical information will only be accessed where required for safety or suitability.

If you opt to stay on our volunteer list, we will retain:

- **First Name**
- **Last Name**
- **Email Address**

solely to inform you of future volunteering opportunities until you request otherwise.

## Result Processing

Results may be managed by an approved third-party timing company acting as a Data Processor. To process results, we share:

- **First Name and Last Name**
- **Date of Birth** (to assign age categories)
- **Gender** (for category assignment)
- **Mobile Number** (if SMS results are requested, your mobile number will be used to send result-related information)

The timing provider retains a copy of results for a limited period to allow queries or corrections. Mobile numbers used for SMS are only kept as long as necessary for this purpose.

## Fun Run Result Processing

Results may be managed by an approved third-party timing company acting as a Data Processor. To process results, we share:

- **First Name and Last Name**

To preserve historical records of the Fun Run, we maintain a public archive of results including: **First Name and Last Name**

## Records Management

To preserve historical records of the other events, we maintain a public archive of results including:

- **First Name and Last Name**

- **Gender** (as recorded at entry)

- **Age Category** (based on age on event day)

These records exclude sensitive personal data beyond what is required for historical accuracy.

## Data Security and Retention

We implement appropriate technical and organisational measures to safeguard your information. Personal data is retained only for the purposes outlined in this policy or as required by law.

## Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request corrections to inaccurate data
- Request deletion of your data where applicable
- Restrict or object to processing in certain circumstances
- Request data portability

To exercise these rights, please contact us using the details below.

## Contact Us

If you have any questions about this Privacy Policy, how your data is used or to withdraw your consent to retain your data, please contact us at:

Email: [enquiries@kprf.run](mailto:enquiries@kprf.run)

## Consent

By registering or volunteering at the Kirkcaldy Parks Running Festival, you consent to the collection and use of your information as described in this policy. We may update this policy and will notify you of significant changes where appropriate.

To withdraw your consent to retain your data, please email us at: [enquiries@kprf.run](mailto:enquiries@kprf.run)

### Version Control

Version	Date	Comments	Author
Ver 0.01	02/03/2024	Initial draft	Jim Dunstan
Ver 0.02	17/09/2025	Revised to add detail on data retained, purposes and incorporate Fun Run	Jim Dunstan