

# **Richmond Road Runners Club**

## **PRIVACY POLICY**

Board Approved: 10/11/2017

Revised and Board Approved: 4/14/2021

### **Our Commitment to Privacy**

Richmond Road Runners Club (RRRC) is the sole owner of the information collected on its sites and through other means. We will not sell, share, rent, or otherwise disclose this information to other parties other than as disclosed in this statement. RRRC collects information from our members and website users in a variety of ways.

The RRRC website contains links to other sites. Please be aware that RRRC is not responsible for the privacy practices of other websites. We encourage our users to take appropriate precautions when leaving our website and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the RRRC.

### **What information is collected from you and how it is used**

No registration is required to read the public parts of the RRRC web site. Only duly authorized officers or representatives of RRRC may post information or materials on the RRRC public website. Only authorized officers, board members, and dues paying members may access the private RRRC sections of the website. Only RRRC officers or designated representatives may post materials there. RRRC collects information from our users at several different points throughout our website and from other sources. This section describes these points of collection.

#### **Membership Registration**

In order to become a member of RRRC, interested parties must first complete a membership registration form. During registration, an applicant is required to give contact information such as name, address, phone number, and e-mail address. For persons seeking club membership status, this information is used to create a membership database so we may contact members about topics pertaining to RRRC. All information is required unless otherwise stated on the membership form. This privacy policy governs both members who apply online or otherwise. Individual members that are not directly a member of a club or event are required to give information such as name, address, phone number, and e-mail address. RRRC uses RunSignUp.com for its membership system and processes all credit card payments through RunSignUp. [Review the RunSignUp.com privacy policy.](#)

## **Race and Event Registration**

In order to register for a race or event hosted by RRRRC, an individual is required to give contact information such as name, address, phone number, and e-mail address, as well as other information about him or her, including, but not limited to age, sex, qualifying mark(s), person to contact in an emergency, etc. RRRRC uses RunSignUp.com for all race and event registration. [Review the RunSignUp.com privacy policy.](#)

## **Donations**

RRRC is committed to protecting our donors' privacy. Our donors expect that we will use their support wisely. We value our donors' trust, and we recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. RRRRC collects, uses, and discloses personal information only for certain purposes that are identified to the donor. We may use information to establish and manage our relationship with a donor. We obtain relevant personal information about donors lawfully and fairly. The main uses for this information involves raising money to reach our goals, to process gifts, and return appropriate receipts and thank you letters in accordance with IRS regulations. We will occasionally release a list of our donors in order to publicly recognize and thank them for support of our organization. In such cases, other organizations and third parties will have access to our donor names and in some cases donation amounts.

RRRC does not sell, trade, or rent the information and contents of active donor files to others. RRRRC does not share donor e-mail addresses with third parties. RRRRC only uses and discloses personal information with donor permission. Donor permission can be in writing or implied, either verbally and/or electronically. A donor may withdraw permission to collect, use, and disclose personal information at any time by giving the RRRRC reasonable notice, subject to legal or contractual obligations. A donor may opt out of sharing of any information, including name and address, by e-mailing the President at [president@rrrc.org](mailto:president@rrrc.org). When a donor has communicated a desire to opt out of the disclosure of his or her information, RRRRC will not include the donor's data to another organization or third party.

The personal information in our possession shall be kept accurate and up-to-date. Donors may always correct their personal information if they believe that our records are not correct. If a donor feels that any of our information about them is inaccurate or incomplete, the donor has the right to ask us to change it or delete it. If a donor's personal information is wrong in any way, RRRRC will make the required changes.

RRRC uses RunSignUp.com to process donations paid by credit card that are made through RRRRC's online membership system, the club's website, and race or event websites. [Review the RunSignUp.com privacy policy.](#)

## **Newsletters**

If a user subscribes to our newsletter(s), print or digital, we ask for contact information such as name, address, and e-mail address. This contact information is managed by RRRRC according to this privacy policy. RRRRC does not sell its e-mail list to third parties. All recipients of the e-mailed newsletter may unsubscribe using the feature offered by our provider.

## **Orders**

We request information from the user on any orders for club merchandise or other materials. A user must provide contact information (such as name and shipping address) and financial information (such as credit card number and expiration date). This information is used to fulfill users' orders and process payment. If we have trouble processing an order, this contact information is used to get in touch with the customer. Customers' names and addresses may be shared with third parties as necessary to process, fulfill, or ship orders. Financial information is never shared inside or outside our organization, except as necessary to process the order. This contact information is never shared by the RRRRC. RRRRC uses Shopify.com (website and point of sales app) to accept and process (including credit card payments), fulfill, and ship store orders for club merchandise. [Review the Shopify.com privacy policy.](#)

## **Security**

No sensitive information (such as credit card number and/or social security number), is collected by the RRRRC website. As outlined above, RRRRC does partner with reputable third-party, internet commerce sites that may collect donations, individual member data, revenue, or sell merchandise or services. These parties are solely responsible for the content and security of their site. RRRRC is not responsible for the security of these sites, however RRRRC makes every effort to select reputable service providers. Please review the privacy policies of these third-party providers as outlined above. All of our users' information is restricted. Only club officers, certain volunteers and/or paid services providers who need the information to perform a specific job (for example, our treasurer, the membership coordinator, or a race director) are granted access to personally identifiable information.

If you have any questions about the security at the RRRRC office, you can send an e-mail to the RRRRC office at [officers@rrrc.org](mailto:officers@rrrc.org).

## **Contests and Surveys**

From time to time, we may request information from users via surveys or contests. Participation in these contests or surveys is completely voluntary, and thus the user has a choice about whether or not to disclose the information requested. Information requested may include contact information (such as name and address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the operations of the

RRRC. Information from these contests and surveys may be combined with other information we have about you.

### **Log Files**

We use IP addresses to analyze trends, administer the site, and gather broad demographic information for aggregate use (e.g., statistics). IP addresses are not linked to personally identifiable information.

### **Cookies**

RRRC's website uses cookies solely for navigation control within forums, opinion polls and error reporting. No identifying data is collected through cookies.

### **Sharing**

We will share aggregated demographic information about our website users with users, partners and advertisers. This is not linked to any personal information that can identify any individual person.

### **Other Collection Points**

We may also collect information from people through other means such as on the telephone, by e-mail, by fax, on paper, and in person. This privacy policy governs the use and disclosure of that information as well.

### **With whom the information may be shared and other kinds of disclosures**

This section describes what information we share and with whom.

#### **Sharing with Road Runners Club of America (RRCA)**

RRRC is an affiliated club of RRCA. RRRC will occasionally share information with RRCA and other RRCA entities and third parties. RRRC is required to submit certain information, including names and addresses, with RRCA as a condition of membership.

#### **Sharing with non-RRRC third parties**

RRRC occasionally enters into partnerships with other running/track & field/health & fitness organizations or companies. The partnerships may be developed to receive or provide services to such organizations. When RRRC provides services or collects information for partners, this privacy statement will govern the use of such information for the partnership unless otherwise stipulated in a contractual arrangement that is more restrictive than this policy.

When someone signs up for an event of an RRRC member, the necessary information (name, address, age) is shared with the event personnel. These parties are not allowed to use personally identifiable information except for the purpose of entering the person in the event. However, this information may be used to create programs and other documents which may include the individual's name, home city and state, age, etc. RRRC has advised event personnel that if they plan to use this information for purposes other than entering a person in the event, they must notify the individuals at the time of collection and the individual will have the option of being excluded from use for such other purposes.

We will occasionally use an outside shipping company to ship orders and an outside printing company to print certain publications. These companies are directed not to retain, share, store, or use personally identifiable information for any secondary purpose.

We occasionally share aggregated demographic information with our corporate sponsors, suppliers, partners, and advertisers. This is not linked to any personal information that can identify any individual person.

We will occasionally make our comprehensive club mailing list available to third parties through a mailing list service. RRRC maintains rights over the list and has the full authority to determine who has access to the list. The mailing list only contains the postal mailing address of the members and the member's names. It does not contain any personally identifiable information. It does not contain e-mail addresses.

From time to time, we also provide or are contractually obligated to provide postal or e-mail lists to RRRC corporate sponsors, suppliers, or other partners for the specific purpose of fulfilling a partnership agreement or offering discounts or perquisites, which we think might be of interest to our members. These companies or organizations are contractually obligated not to use these mailing lists for any other purposes or to disclose them to any third party. Members may opt out of inclusion in such lists by writing or e-mailing to the RRRC office.

We will also share information to prevent fraud, to respond to a legal process, or as otherwise required by law.

### **Other kinds of disclosures of personal information**

RRRC officers, board members, certain volunteers and certain paid services providers may have their name, address, phone number, and e-mail addresses listed both on the website and in print for contact purposes. Any person who accepts an official position with RRRC agrees to have his/her contact information made available to RRRC's members and the public, unless requested otherwise. The RRRC is required to share the contact information of RRRC officers with the Internal Revenue Service and state regulatory agencies.

Some individuals may have their biographies posted on the RRRC website or otherwise published by RRRC. These people agree to have certain information about them communicated

to the public, including, but not limited to, name, home city and state, age, educational background, etc.

## **Children**

Protecting the privacy of the young is especially important. For that reason, we adhere to the 1998 Children's Online Privacy Protection Act (COPPA). We avoid collecting more information than necessary when children are registered for participation in RRRC races or events. We also follow strict rules when sending e-mail to minors.

## **Security Procedures**

RRRC complies with all applicable federal and state laws and regulations governing security procedures and breach of security procedures. This website takes every reasonable precaution to protect users' information. When users submit sensitive information via the website, the information is protected both on- and off-line.

We make every reasonable effort to protect users' information on-line and off-line. Access to users' information is restricted in our organization. Only those employees who need the information to perform their job are granted access to personally identifiable information. All employees are kept up-to-date on our security and privacy practices.

## **Choice and opting in/out**

Members will receive communications from the RRRC and other as referenced in this privacy policy. Members may opt in or out of various communications by e-mailing RRRC's office at [officers@rrrc.org](mailto:officers@rrrc.org) and request non-mailing and/or non-e-mailing status.

## **Correction/Updating Personal Information**

If a member's information changes (such as an address), we will endeavor to provide the member with a way to correct, update or remove the information. This can usually be done online by using RRRC's membership website hosted by RunSignUp or by e-mailing RRRC's office.

## **Notification of Changes**

If RRRC changes its privacy policy, we will post a notice of the change on the homepage of our website for at least seven days so our users are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point RRRC decides to use personally identifiable information in a manner different from that stated at the time it was collected, users will have a choice whether to consent to such use. We will use information in accordance with the privacy policy under which the information was collected.

A link to the privacy policy will always be posted on the homepage of the RRRC website or a copy can be obtained by e-mailing or writing to the RRRC office.

### **Road Runners Club of America (RRCA) Privacy Policy**

RRRC, as an affiliated club of RRCA and utilizing RRCA's 501(c)3 nonprofit exemption status, has adopted and abides by the national RRCA Privacy Policy. This RRRC Privacy Policy is adapted from the RRCA Privacy Policy to be relevant to RRRC's members, race/event participants, organizational partners, sponsors, etc. The national RRCA policy supersedes any RRRC policy if RRRC's policy is less restrictive.

Adapted from Road Runners Club of America's Privacy Policy, <http://www.rrca.org/privacy-policy> (last accessed 4/9/2021).