



Runspire Together

Privacy Policy

Policy Effective Date: 11 August 2026
Review Date: 11 August 2027
Organisation: Runspire Together CIO
Contact Email: hello@runspire-notts.com
Website: www.runspiretogether.com

1. Introduction

Runspire Together is committed to protecting and respecting your privacy.

This policy explains how we collect, use, store, share and protect personal data in accordance with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- The Privacy and Electronic Communications Regulations (PECR)

Runspire Together CIO acts as the Data Controller for the personal data we collect and decides why and how that information is used.

2. What Information We Collect

a) Identity and Contact Data

We may collect:

- Name
- Email address
- Telephone number
- Emergency contact details
- Date of birth where needed for events, safeguarding or insurance purposes

b) Health Information – Special Category Data

We may collect information including:

- Relevant medical conditions
- Allergies
- Injuries
- Physical limitations

- Answers to relevant health and safety questions
- Accessibility or support information you choose to provide

Health information is special category personal data under UK GDPR and receives additional protection.

We collect relevant health information to help us deliver activities safely and respond appropriately where an incident or emergency occurs.

We do not use health information for marketing.

c) Participation and Membership Data

We may collect:

- Attendance records
- Event registrations and bookings
- Course participation
- Membership information
- Volunteer records
- Payment status and transaction references where relevant

d) Media Content

We may collect:

- Photographs and videos taken during sessions or events where appropriate consent or another lawful basis applies

e) Website and Digital Data

We may collect:

- Cookies
- IP address
- Website usage and analytics data
- Communication preferences
- Email engagement information where applicable

3. Lawful Basis for Processing

Under UK GDPR, we must have a lawful basis for processing personal data.

Depending on the activity, we may rely on:

Consent – where you have clearly agreed to a specific use of your information, such as certain marketing, photography or health information.

Contract – where processing is necessary to provide a session, course, membership, programme or event you have registered for.

Legal obligation – where processing is required for matters such as safeguarding, financial record keeping or other legal duties.

Legitimate interests – where it is necessary for the effective and proportionate running of Runspire Together, such as managing attendance, improving services, measuring impact, maintaining security and communicating relevant operational information, provided your rights do not override those interests.

Vital interests – where processing is necessary to protect someone's life or physical safety in an emergency.

Where we process special category health data, we also identify an appropriate condition under Article 9 UK GDPR.

This may include explicit consent under Article 9(2)(a), or vital interests under Article 9(2)(c) in an emergency where the relevant legal test is met.

4. How We Use Your Information

We use personal data to:

- Deliver running, walking, Nordic walking, wellbeing and fitness activities.
- Administer Couch to 5K, progression programmes, memberships, courses and community events.
- Manage registrations, bookings and attendance.
- Help us provide activities safely and take account of relevant health, accessibility or support information.
- Contact an emergency contact or emergency services where necessary.
- Manage volunteers and support safeguarding responsibilities.
- Communicate important information about sessions, bookings, memberships or activities you are involved in.
- Process payments and maintain appropriate financial records.
- Understand participation and evaluate the reach and impact of our work.
- Report anonymous or aggregated project information to funders and delivery partners.
- Send information about Runspire Together activities and opportunities where permitted by UK data protection and electronic marketing rules.

We will never sell your personal data.

5. Systems and Service Providers We Use

We use trusted third-party systems to help us deliver and administer our services.

These providers may process personal data on our behalf under appropriate contractual and data protection arrangements.

TeamUp

We use TeamUp to manage participant registrations, memberships, bookings and attendance.

Information held in TeamUp may include:

- Your name
- Contact details
- Attendance history
- Membership and booking information
- Emergency contact details
- Answers you provide to relevant health and safety questions

Wix

We use Wix to operate our website and online services.

Information submitted through our website, together with relevant website usage information, may be processed through Wix systems.

MailerLite

We use MailerLite to manage some newsletters, email communications and communication preferences.

MailerLite may process contact details and information about email delivery, opens or clicks where those features are enabled and lawful.

Runspire Together remains responsible for ensuring that personal data we process through these services is handled appropriately.

Where a provider processes personal data outside the UK, we will ensure that an appropriate transfer mechanism or safeguard is used where required by UK GDPR.

6. Funders, Partners and Anonymous Project Reporting

Runspire Together receives funding and works in partnership with organisations including:

- Local authorities
- Grant-making trusts and foundations
- Corporate supporters
- Community organisations
- National governing bodies

To demonstrate the reach and impact of funded or partnership projects, we may share anonymous or aggregated information such as:

- Number of participants or attendances
- Number of sessions delivered
- Age ranges or broad demographic information where appropriate
- Broad postcode areas where appropriate
- Participation outcomes and trends
- Aggregated impact information
- Anonymous feedback or project outcomes

Attendance information shared for project monitoring is normally anonymous or aggregated so that individual participants are not identified.

We take reasonable steps to reduce the risk of someone being identified from small or combined datasets.

We do not normally share identifiable personal data or identifiable health information with funders or project partners.

We would only do so where there is a lawful reason, appropriate safeguards are in place, and the sharing is necessary and proportionate – for example:

- Where you have given appropriate consent
- Where the law requires it
- Where safeguarding makes sharing necessary
- Where insurance requirements make sharing necessary
- In an emergency

Where a partnership requires identifiable data to be shared on a routine basis, we will put an appropriate written data-sharing arrangement in place.

7. Other Data Sharing

We may share personal information where necessary and lawful with:

- Emergency services in the event of an incident or emergency
- Insurance providers where required
- Professional advisers such as accountants or legal advisers
- Regulators, public authorities or law-enforcement bodies where required by law
- Service providers processing information on our behalf
- Other organisations where you have specifically agreed to the sharing

Any sharing will be limited to information that is necessary and proportionate for the relevant purpose.

8. Data Retention

We keep personal data only for as long as it is reasonably required for the purpose for which it was collected, or for legal, safeguarding, insurance, funding or governance requirements.

Our current retention approach includes:

- Participant records – generally up to 3 years after last engagement, unless a longer period is justified or required.
- Accident and incident records – normally a minimum of 3 years, with longer periods where required, including in relation to children.
- Financial records – normally 6 years where required for HMRC and accounting purposes.
- Safeguarding records – retained in line with applicable safeguarding requirements and guidance.

At the end of the relevant retention period, information will be securely deleted, destroyed or anonymised where appropriate.

9. Data Security

We use appropriate technical and organisational measures to protect personal data against accidental or unlawful loss, alteration, disclosure, access or misuse.

Measures include:

- Password-protected and access-controlled systems
- Restricted access for authorised staff, trustees and volunteers who need the information for their role
- Secure storage of paper records where used
- Use of secure cloud-based systems where appropriate
- Reasonable procedures for responding to data incidents and breaches

10. Your Rights Under UK GDPR

Depending on the circumstances, you may have the right to:

- Access personal data we hold about you
- Ask us to correct inaccurate or incomplete information
- Ask us to erase your information in certain circumstances
- Ask us to restrict processing in certain circumstances
- Object to certain processing
- Withdraw consent at any time where we rely on consent
- Request data portability where the legal conditions apply
- Complain to the Information Commissioner's Office (ICO)

These rights are not absolute and may depend on the lawful basis and circumstances of the processing.

To exercise a right, contact us at:

hello@runspire-notts.com

You also have the right to raise a concern with the Information Commissioner's Office at:

www.ico.org.uk

11. Marketing Communications

We may send information about Runspire Together sessions, events, activities, fundraising and opportunities where permitted by UK GDPR and PECR.

Depending on how and when we obtained your contact details, this may be based on:

- Your consent, or
- Where the legal requirements are met, another permitted route such as the charitable purposes soft opt-in

Where the charitable purposes soft opt-in is used, we will provide a clear opportunity to opt out when your details are collected and in every subsequent marketing message.

You can unsubscribe from marketing emails at any time using the unsubscribe link in the email or by contacting us.

Unsubscribing from marketing will not prevent us from sending necessary service messages about a booking, membership, session or activity you are involved in.

12. Photography and Media

Photographs and videos may be taken during sessions and events for communication, publicity or promotional purposes.

Where required, we will:

- Seek appropriate consent
- Provide reasonable opt-out arrangements
- Apply additional safeguards for children and adults at risk

We will not identify an individual in a case study, testimonial or impact story without an appropriate lawful basis and, where required, clear consent.

13. Children's Data

Where participants are under 18, we handle personal data with additional care and apply our safeguarding procedures.

Where consent is required, we will obtain consent from the appropriate person in line with the circumstances, the child's age and applicable law.

We will only collect information that is necessary for the relevant activity.

14. Safeguarding and Emergencies

Runspire Together follows recognised safeguarding policies and procedures.

Personal information may be shared without consent where this is necessary and lawful to protect a child, an adult at risk or another person from harm, or where we have another legal obligation to disclose information.

In a medical emergency, relevant information may be shared with emergency services or other appropriate persons where necessary to protect vital interests.

15. Cookies and Website Tracking

Our website may use cookies and similar technologies.

Where consent is legally required for non-essential cookies, we will provide an appropriate choice through our website.

More detailed information should be provided through our website cookie notice or cookie settings.

16. Changes to This Policy

We may update this Privacy Policy periodically to reflect changes in our activities, systems or legal requirements.

The most recent version will be made available on our website.

Where a change is significant, we will take reasonable steps to bring it to the attention of affected people.

17. Contact Us

If you have any questions about this Privacy Policy, how we use your personal data, or you wish to exercise a data protection right, please contact:

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NBV Enterprise Centre
6 David Lane
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NG6 8TQ



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