

## Lincoln City Foundation Privacy Policy

This privacy policy discloses the privacy practices for [www.lincolncityfoundation.com](http://www.lincolncityfoundation.com), [www.lincolncityhalfmarathon.co.uk](http://www.lincolncityhalfmarathon.co.uk) and [www.participant.co.uk/lcfcset/participant/search.aspx](http://www.participant.co.uk/lcfcset/participant/search.aspx)

This privacy policy applies solely to information collected by the above named web sites and sources. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on the named sites above. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organisation, other than as necessary to fulfil your request, e.g. book on to a programme and to fulfil our data reporting requirements.

In the event of an official request from the Police, UK Government and/or Public Health we may need to share elements of your data to assist with an investigation or 'track and trace' initiative due to an epidemic and or pandemic. Only relevant information required will be shared with these departments and only provided once authenticity of the request is obtained.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website or at the end of this document:

- See what data we have about you, if any
- Change/correct any data we have about you
- Have us delete any data we have about you
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

### **Sharing**

We partner with another party to provide our online booking system. When the user signs up for these services, we will share names, or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

### **Links**

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### **Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 01522 563792 or [enquiries@lincolncityfoundation.co.uk](mailto:enquiries@lincolncityfoundation.co.uk)

**Last update: 23 July 2021**

**Next Review date: 22 July 2022**