



HENDERSONVILLE RUNNING CLUB PRIVACY POLICY

OUR COMMITMENT TO PRIVACY

The Hendersonville Running Club (HRC) 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. HRC collects information from our members and website users in a variety of ways.

The HRC website contains links to other sites. Please be aware that the HRC 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 HRC.

WHAT INFORMATION IS COLLECTED FROM YOU AND HOW IT IS USED

No registration is required to read the public parts of the HRC web site. Other than the member portion of the HRC calendar, only duly authorized staff or a representative of the HRC may post information or materials on the HRC public website. Only authorized staff or volunteers may access the private HRC sections of the website and post materials there. HRC 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 the HRC, interested parties must first complete a membership registration form, sign up on Yahoo Groups, register using the online registration, or purchase merchandise. During registration an applicant is required to give contact information such as name, address, phone number, and e-mail address for all households interested in becoming a club member or participating in a club event. For members seeking club or event membership status, this information is used to verify adequate insurance coverage for clubs and events and to create a membership database so we may contact members about topics pertaining to the HRC. All information is required unless otherwise stated on the membership form. This privacy policy governs both members who apply online through the website. Being on the Yahoo email list will not be considered being a member hence eligible for member benefits. Individual members that are not directly a member of the club and only participating in an event are required to give information such as name, address, phone number, and e-mail address. This information is used to create a membership database so we may contact members about topics pertaining to the HRC.

EVENT REGISTRATION

In order to register for an HRC event through the HRC website, 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), etc.

ORDERS

We request information from the user on our online merchandise order forms. 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 HRC.



HENDERSONVILLE RUNNING CLUB

PRIVACY POLICY

SECURITY

No sensitive information (such as credit card number and/or social security number), is collected by the HRC website. All of our users' mail-in order information, not just the sensitive information mentioned above, is restricted in our national office. Only employees who need the information to perform a specific job (for example, our accountant or a customer service representative) are granted access to personally identifiable information.

The HRC does partner with reputable third-party, internet commerce sites that may collect donations, individual member data and revenue, or sell merchandise or services. These parties are solely responsible for the content and security of their site. The HRC is not responsible for the security of these sites. Please review the privacy policies of these third-party providers.

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 HRC. 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, track user's movement, and gather broad demographic information for aggregate use (e.g. statistics). IP addresses are not linked to personally identifiable information

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

HRC occasionally shares aggregated demographic information with their board, members, partners and advertisers. Again, this is not linked to any personal information that can identify any individual person.

SHARING WITH RRCA ENTITIES

RRCA Clubs receive reports about the organization (HRC), including name, address, phone, e-mail address, etc. This information is used to contact the HRC about general-interest matters and specialized topics in the same manner as described above. RRCA affiliated clubs, events and allied organizations utilizing the 501(c)3 nonprofit exemption status are required to adopt and abide by the National RRCA Privacy Policy. Certain RRCA members may have their own privacy policies. These may be more restrictive, but should never be less restrictive, than the national policy. The national RRCA policy supersedes any RRCA member's policy if the member's policy is less restrictive. If a member's policy is more restrictive than the national policy, then the RRCA respects the member's policy unless it prohibits the submission of bona fide names and address for the purposes of membership. This contact information is required as a condition of membership.



HENDERSONVILLE RUNNING CLUB

PRIVACY POLICY

SHARING WITH NON-RRCA THIRD PARTIES

RRCA occasionally enters into partnerships with other organizations with other running/track & field/ and health & fitness organizations or companies. The partnerships may be developed to receive or provide services to such organizations. When RRCA provides the 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 RRCA 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. RRCA 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 use an outside shipping company to ship orders, an outside printing company to print certain publications, and a credit card processing company to bill users for goods and services. 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. The RRCA 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.

From time to time, we also provide or are contractually obligated to provide postal or e-mail lists to RRCA 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 emailing to the RRCA National 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

RRCA Officers, employees, Club Officers, as well as RRCA Committee members, Sub-Committee members, and RRCA Board members, may have their name, address, fax number, phone number, and e-mail (work and/or home for each) listed both on the website and in print for contact purposes. Any person who accepts an official position with RRCA agrees to have his/her contact information made available to RRCA's members and the public, unless requested otherwise. The RRCA is required to share contact information on all RRCA officers and RRCA affiliate club officers with the internal revenue service.

Some individuals may have their biographies posted on the RRCA website or otherwise published by the RRCA. 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.



HENDERSONVILLE RUNNING CLUB

PRIVACY POLICY

CHILDREN

Protecting the privacy of the young is especially important. For that reason, we adhere to the 1998 [Children's Online Privacy Protection Act \(COPPA\)](#). The HRC does not collect contact information on children under the age of 18 years.

We avoid collecting more information than necessary when offering children's activities. The RRCA may maintain a database of children's running programs, but the contact information collected will be for the adults over 18 years of age responsible for organizing said programs. We also follow strict rules when sending email to minors.

SECURITY PROCEDURES

HRC 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 HRC and others as referenced in this privacy policy. Members may opt in or out of various communications by emailing chiefrunner@hendersonvillerunningclub.com and request non-mailing status.

CORRECTION/UPDATING PERSONAL INFORMATION

If a member's information changes (such as a zip code), or if members withdraw from the HRC, we will endeavor to provide a way to correct, update or remove the members data. This can usually be done utilizing the online facilities provided by Yahoo groups or resending the online application form.

NOTIFICATION OF CHANGES

If the HRC 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 HRC 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 HRC website.