

## **Our Commitment to Privacy – Belmont Runners Privacy Policy**

Belmont Runners 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. Belmont Runners collects information from our members and website users in a variety of ways.

The Belmont Runners website contains links to other sites. Please be aware that Belmont Runners 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 Belmont Runners.

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

No registration is required to read the public parts of the Belmont Runners web site. Only duly authorized staff or a representative of the Belmont Runners may post information or materials on the Belmont Runners public website. Only authorized staff, volunteers, and dues-paying members may access the private Belmont Runners sections of the website. Only Belmont Runners staff may post materials there. Belmont Runners 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 Belmont Runners, 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 all households involved in a club or management of an 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 Belmont Runners. For club and event

memberships, the Belmont Runners captures and maintains information about the official representative of an organization, including name, email, mailing address, as well as information about the organization. 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. This information is used to create our membership database so we may contact members about topics pertaining to the Belmont Runners. All credit card payments processed through the membership system and done via \_\_\_\_\_. The Belmont Runners is an approved nonprofit client of \_\_\_\_\_, and all required documentation is on file with their company.

Individuals that are no longer the official representative of their organization, may request to be permanently deleted from the Belmont Runners database by providing a signed affidavit verifying their identity and requesting that their personal information be permanently deleted from the Belmont Runners's membership database and Constant Contact account or any other online accounts the Belmont Runners may use to contact or store specific information about the individual. The request and affidavit verifying identity should be mailed or email to [belmontrunners@gmail.com](mailto:belmontrunners@gmail.com)

## **Event Registration**

In order to register for an event hosted by the Belmont Runners through the Belmont Runners 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.

## **Donations**

The Belmont Runners 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. The Belmont Runners 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.

The Belmont Runners does not sell, trade, or rent the information and contents of active donor files to others. The Belmont Runners does not share donor e-mail addresses to third parties. The Belmont Runners 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 Belmont Runners reasonable notice, subject to legal or contractual obligations. A donor may opt out of sharing of any information, including name and address, by emailing the President at [belmontrunners@gmail.com](mailto:belmontrunners@gmail.com). When a donor has communicated a desire to opt out of the disclosure of his or her information, the Belmont Runners 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, the Belmont Runners will make the required changes.

The Belmont Runners maintains donor information from individuals and organizations in its membership database. An individual donor may request to be permanently deleted from the Belmont Runners database by providing a signed affidavit verifying their identity and requesting that their personal information be permanently deleted from the Belmont Runners's membership database or any other online accounts the Belmont Runners may use to contact or store specific information about the individual.

The Belmont Runners uses \_\_\_\_\_ to process all credit card donations including donations received via the online membership system on our website. The Belmont Runners is an approved nonprofit client of \_\_\_\_\_ with all required documentation on file with their company.

## **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 the Belmont Runners according to this privacy policy. The Belmont Runners does not sell its email list to third parties. All recipients of the emailed newsletter may unsubscribe using the feature offered by our provider.

## **Orders**

We request information from the user on our printable mail in 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 Belmont Runners.

## **Security**

No sensitive information (such as credit card number and/or social security number), is collected by the Belmont Runners website. As outlined above, the Belmont Runners does partner with reputable third-party, internet commerce sites that may collect donations, individual member data, revenue, or sell merchandize or services. These parties are solely responsible for the content and security of their site. The Belmont Runners is not responsible for the security of these sites, however the Belmont Runners makes every effort to select reputable service provides. Please review the privacy policies of these third-party providers as outlined above. All of our users' information 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.

If you have any questions about the security at the national office, you can send an email to the Belmont Runners office at [belmontrunners@gmail.com](mailto:belmontrunners@gmail.com)

## **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 Belmont Runners. 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

## **Cookies**

The Belmont Runners 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**

The Belmont Runners will occasionally share information with other Belmont Runners entities and third parties. This section describes what information we share and with whom.

### **Sharing with Belmont Runners entities**

Belmont Runners Members receive reports about members of the organization, including name, address, phone, e-mail address, etc. This information is used to contact members about general-interest matters and specialized topics in the same manner as described above. Belmont Runners Members 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.

Belmont Runners affiliated clubs, events, and allied organizations utilizing the 501(c)4 nonprofit exemption status are required to adopt and abide by the National Belmont Runners Privacy Policy. Certain Belmont Runners members may have their own privacy policies. These may be more restrictive, but should never be less restrictive, than the national policy. If a member's policy is more restrictive than the club policy, then the Belmont Runners 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.

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

Belmont Runners Officers, employees, Club Officers, as well as Belmont Runners Committee members, Sub-Committee members, and Belmont Runners 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 Belmont Runners agrees to have his/her contact information made available to Belmont Runners's members and the public, unless requested otherwise. The Belmont Runners is required to share contact information on all Belmont Runners officers and Belmont Runners affiliate club officers with the internal revenue service.

Some individuals may have their biographies posted on the Belmont Runners website or otherwise published by the Belmont Runners. 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 \(COPPA\)](#). The Belmont Runners 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 Belmont Runners 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**

Belmont Runners 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 Belmont Runners and other as referenced in this privacy policy. Members may opt in or out of various communications by emailing [belmontrunners@gmail.com](mailto:belmontrunners@gmail.com) and request non-mailing status.

## **Correction/Updating Personal Information**

If a member's information changes (such as a zip code), or if clubs withdraw from the Belmont Runners, we will endeavor to provide a way to correct, update or remove that club's data provided to us. This can usually be done utilizing the online facilities provided on the Belmont Runners website or by emailing the Belmont Runners office.

### **Notification of Changes**

If Belmont Runners 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 Belmont Runners 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 Belmont Runners website or a copy can be obtained by emailing or writing to the Belmont Runners office.