

## ClubRunner and GDPR

Michael C. - 2021-02-11 - Support

This document provides details on how ClubRunner has made improvements to help organizations become GDPR ready. We'll cover each area that changed or has enhanced functionality to comply with these changes. More information about GDPR itself can be found [here](#).

## Privacy Policy

Every ClubRunner account now has a privacy policy page built into their website.

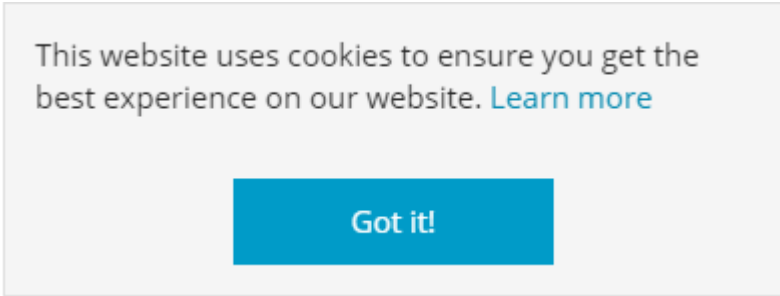
Organizations should take time to update their privacy policy as required. If the Club does not update their privacy policy, by default the ClubRunner privacy policy will display.

You can review ClubRunner's [privacy policy here](#).

For assistance with this new functionality, please review the [How to manage your Privacy Policy](#) article.

## Cookies

ClubRunner uses cookies to help members stay logged in and make use of the website. We provide a dismissible cookie consent notice on the web page.



This website uses cookies to ensure you get the best experience on our website. [Learn more](#)

Got it!

## Data Entry by Guests

ClubRunner requires affirmative consent when data is entered by guests (visitors who are not logged in ) to the website. We'll cover each of the areas and show how this consent is collected.

Event Registration

### Event Planner - registering guests

In the Event Planner module registrants will need to provide consent for each guest record entered in addition to their own before registration can be completed.

## Guests

Please enter each guest's information and once all people have been added, click on the "Register all guests" button below.

First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Email	<input type="text"/>	*
Phone	<input type="text"/>	
Tag Text	<input type="text"/>	
	<i>This text will appear below the name, and is generally used for the club name or title.</i>	
Comments	<input type="text"/>	
<input type="checkbox"/> I consent to the collection, storage and use of my information by Purple Metro as described in this <a href="#">Privacy Policy</a> . I understand that I may receive emails, and can opt out at any time. *		

\* indicates a required field

Cancel

Save

## MyEventRunner - registering as a non-member

In MyEventRunner non-members need to provide their consent for their own registration and their guests.

### Your Information

First Name:  \*

Last Name:  \*

Email:  \*

- I consent to the collection, storage, and use of my information by Purple Metro as described in this [Privacy Policy](#). I understand that I may receive emails regarding this event and other relevant information, and can opt out at any time. \*

### Your Partner/Guest Information

First Name:

Last Name:

Email:

- I have received consent from this individual for the collection, storage, and used of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails regarding this event and other relevant information, and can opt out at any time.

## Volunteer Sign Up - for non-members

When guests are signing up to volunteer they must also provide their consent to complete their signup.

## Book Volunteer

Group 1

Cleanup 1


### New Volunteer Information

First Name:  \*

Last Name:  \*

Email:

Phone:  +1  ext.

Enter text as seen in this image:   \*

I consent to the collection, storage and use of my information by Purple Metro as described in this [Privacy Policy](#). I understand that I may receive emails, and can opt out at any time. \*

**\* indicates a required field.**

Cancel

### Contact Forms

Both the Built in Contact forms and contact form widgets require consent before allowing the email to be sent.

### Built In Contact Forms

# Contact Us

Please fill in the form below with your message and contact details.

Send email to: **Kathy Arnold**

First Name:

Last Name:

Email Address:

Subject:

Message:

I consent to the collection, storage and use of my information by Purple Metro as described in this [Privacy Policy](#). I understand that I may receive emails, and can opt out at any time. \*

\* indicates a required field.

Send

## Contact Form Widgets

### Send us Feedback!

Enter your email address and the message you want to send.

\* fields are required

Name

Email

Comments

I consent to the collection, storage and use of my information by Purple Metro as described in this [Privacy Policy](#). I understand that I may receive emails, and can opt out at any time. \*

Enter text as seen in this image:



Send

## Bulletin Subscriptions

When signing up to be a subscriber to the Bulletin potential subscribers will be required to confirm consent before saving their information.

# Sign Up

Please enter your First Name, Last Name and Email address to be added to our mailing list.

You can unsubscribe at any time.


Fill all fields

First Name:  \*

Last Name:  \*

Email:  \*

I consent to the collection, storage and use of my information by Purple Metro as described in this [Privacy Policy](#). I understand that I may receive emails, and can opt out at any time. \*

I'm not a robot  reCAPTCHA  
Privacy - Terms

Submit

## Data Entry by Members & Administration Staff

Consent is also required when your membership or staff store contact details in the various modules of ClubRunner.

### Other Users

When adding new Other Users, members or staff will be required to confirm consent before saving the form.

#### ClubRunner Account

Email

Login Name

Temporary Password

Send email notification to this member?  System  Welcome New Member

I have received consent from this individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time.

Add Member

### Event Registration

## Event Planner

### Members

Members of the organization are not required to provide consent to register themselves. If a staff member registers other members within the organization they are also not required to

provide consent.

## Registering Guests

Consent is required for guests when members or staff are registering on their behalf.

Guests:

If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

[Register Additional Guests](#)

Guests:	Confirmation No.	Comments	Actions
First Name: <input type="text"/>	Email: <input type="text"/>	Comments <input type="text"/>	Cancel   Save
Last Name: <input type="text"/>	Phone: <input type="text"/>		
Tag Text: <input type="text" value="Purple Metro"/>			
<i>This appears below the name on badges, and is generally used for the club name or title.</i>			
<input type="checkbox"/> I have received consent from this individual for the collection, storage, and use of their information by Purple Metro as described in this <a href="#">Privacy Policy</a> . They understand that they may receive emails regarding this event and other relevant information, and can opt out at any time.			

## MyEventRunner

### Members

Members are not required to provide consent if the login form is available and used.

Otherwise if the registrant is not a member MyEventRunner will prompt for consent.

Member without logging in:

#### Your Information

First Name:  \*

Last Name:  \*

Email:  \*

I consent to the collection, storage, and use of my information by Purple Metro as described in this [Privacy Policy](#). I understand that I may receive emails regarding this event and other relevant information, and can opt out at any time. \*

#### Your Partner/Guest Information

First Name:

Last Name:

Email:

I have received consent from this individual for the collection, storage, and used of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails regarding this event and other relevant information, and can opt out at any time.

Member while logged in:

You are logged in as  
Zachery Woods

#### Your Information

First Name:  \*

Last Name:  \*

Email:  \*

#### Your Partner/Guest Information

First Name:

Last Name:

Email:

I have received consent from this individual for the collection, storage, and used of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails regarding this event and other relevant information, and can opt out at any time.

## Guests

If a member or staff member are registering guests on their behalf the consent boxes will be shown.

#### Your Information

First Name:  \*

Last Name:  \*

Email:  \*

- I consent to the collection, storage, and use of my information by Purple Metro as described in this [Privacy Policy](#). I understand that I may receive emails regarding this event and other relevant information, and can opt out at any time. \*

#### Your Partner/Guest Information

First Name:

Last Name:

Email:

- I have received consent from this individual for the collection, storage, and used of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails regarding this event and other relevant information, and can opt out at any time.

## MyEventRunner Contacts

If the event contact for MyEventRunner is a non-member, this requires consent.

Event Contacts

Member  Non-Member

First Name:

Last Name:

Contact Title:

Email:

Telephone:

Address:

Is primary contact:

Copy primary contact on new registration emails:

I have received consent from this individual for the collection, storage, and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that their name and other entered information above will appear on Purple Metro's website and that they may receive emails which they can opt out of at any time.

### Contacts

When adding a single new contact or importing contacts you'll need to acknowledge that you have their consent to proceed.

Single New Contact:

### Add Contact ✕

Title:

**First Name:**  \*

Nickname:

Middle Name:

**Last Name:**  \*

Suffix:

Email:

No Groups Assigned. Click Save then go to Assign Groups.

I have received consent from this individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. \*

Cancel Save

Importing Contacts:



## Import Contacts, Step 1

### 1 Upload the .CSV file with the contacts that you want to import

Select the .CSV file to upload:  No file chosen

File Encoding:

Note: You can specify the encoding for the file you upload. If you do not know your encoding, leave the Auto value. If the result on the next step is not correct, reupload your file with different encoding. [Click here](#) for how to input valid information into Contacts CSV file.

#### Download Template

If you do not already have a .CSV file created (i.e from Outlook), here is a template you can use:

#### Template Example

Title	First Name	Last Name	Business Address1	Business City	Business State	Business Zip Code	Business Country	Cell	Email

### 2 Confirm that you have consent from all contacts

- I have received consent from each individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. \*

Friends of the Club

When members or staff add new Friends they'll be prompted to confirm that they have consent before it can be saved.

### Add Friend ✕

Title:

**First Name:**  \*

Nickname:

Middle Name:

**Last Name:**  \*

Suffix:

Email:

I have received consent from this individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. \*

Cancel Save

#### Sponsors

When staff adds a new Sponsor they'll be prompted to confirm that they have consent before it can be saved.

## Sponsor's Information

Note: You can add the sponsor's name, or the sponsor's name and address. If adding the sponsor's name, both the First and Last Names are required. If adding the address for the sponsor, Address 1, City, Country and the State/Province/Territory are required.

First Name:

Last Name:

Address 1:

Address 2:

Address 3:

City:

Country:  \*

Province/Territory:  \*

Postal Code:  \*

Phone Number:   ext.

Fax Number:   ext.

Email:

I have received consent from this individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time.

## Volunteer Sign Up

If a member or staff member registers a guest consent will be required to save the signup.

### Sign Up for a Task

Group 1

Cleanup 1

#### Contact Information

Member Type:  Member of my Club  
 Not a Member  
 Myself

First Name:  \*

Last Name:  \*

Email:

Phone:   ext.

I have received consent from this individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. \*

Cancel Save and Book Another Save

## Bulletin Subscription

When a staff member in the organization adds a new bulletin subscriber they will be required to provide consent before saving.

### Add New Bulletin Subscriber for Bulletin Subscribers

#### Contact Properties

First Name:  \*

Last Name:  \*

Email:  \*

I have received consent from this individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. \*

Cancel

Save

## Speakers

When a staff member is adding a new speaker they will be required to provide consent before saving.

### Edit Speaker

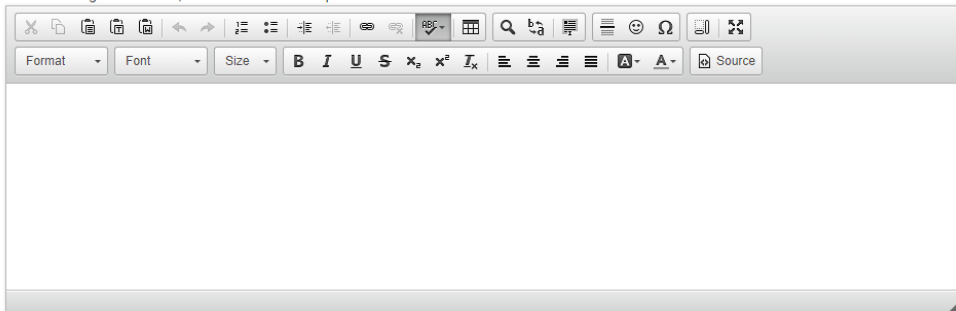
Date:   Tip: Type 'A' or 'P' to switch AM/PM. Leave blank if not applicable

Speaker:  \*

Topic:

Image:  No file chosen

To add a single line break, hold down Shift and press Enter.



Comments

Display Social Media Share Bar?  Yes  No

I have received consent from this individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that their name and other entered information above will appear on Purple Metro's website and that they may receive emails which they can opt out of at any time.\*

Cancel

Save

## Meeting Guests

When adding meeting guests in the attendance module, consent will be required before it can be saved.

**Add Meeting Guest**
✕

Type: Guest of Member ▾

First Name:  \*

Last Name:  \*

Email:

Note:

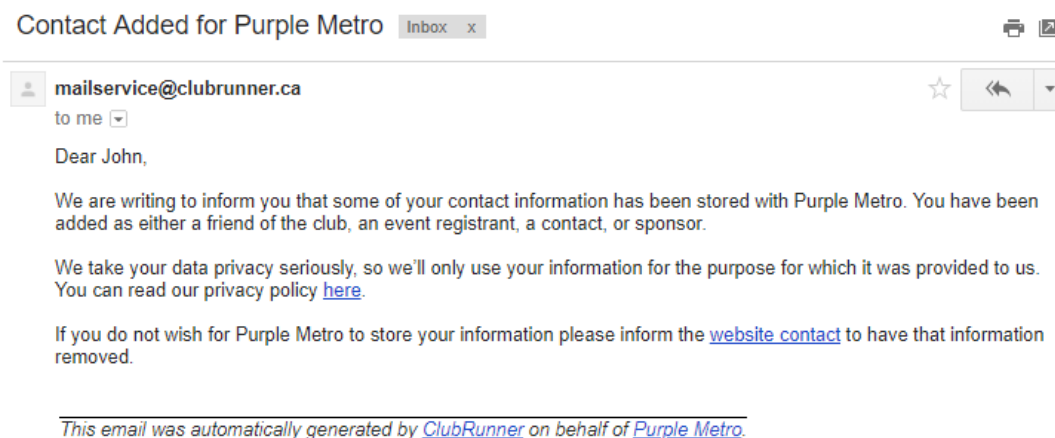
I have received consent from this individual for the collection, storage and use of their information by Purple Metro as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. \*

Cancel
Save and Add Another
Save

## Notice

Part of the GDPR changes is providing notice that consent was received to store the information. When contact data is stored for the first time about an individual they will receive an email letting them know that some information was stored based on their approved consent.

Below is an example of the email they will receive.



## Removal Requests

Should your organization receive a request to remove contact details from a non-member,

we've added a tool to help find and remove this data. This will ensure that the requestor's data has been removed except in cases where the organization has a "lawful basis" to retain the information. An example of a "lawful basis" would be data related to financial transactions in modules like MyEventRunner or Event Planner.

#### Related Content

- [How do I manage the privacy policy?](#)