ClubRunner

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.
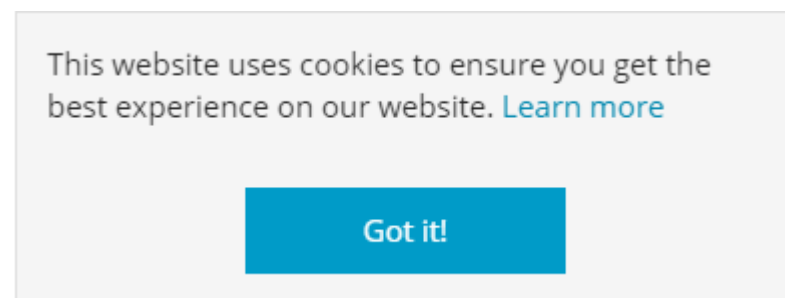
Privacy Policy

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.

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 [   ] *

Last Name [   ] *

Email [   ] *

Phone [   ]

Tag Text [   ]
This text will appear below the name, and is generally used for the club name or title.

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. *

* 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: [   ] *

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Your Partner/Guest Information

First Name: [   ]

Last Name: [   ]

Email: [   ]

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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:	qwe6rh
	[ ] *

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* indicates a required field.

Cancel   **Save**

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:

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* 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:

d7kg9v

*

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 [13684]

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: [____]	Email: [____]	Comments [____]	Cancel	Save
Last Name: [____]	Phone: [____]		
Tag Text: Purple Metro			

This appears below the name on badges, and is generally used for the club name or title.

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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: [____]

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Member while logged in:

You are logged in as
Zachery Woods

Your Information

First Name: Zachery *
Last Name: Woods *
Email: zwoods@example.com *

Your Partner/Guest Information

First Name: [____]
Last Name: [____]
Email: [____]

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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: [_____]

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MyEventRunner Contacts

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

┌─ Event Contacts ──┐
│   │
│   ○ Member   ⦿ Non-Member   │
│   │
│   First Name: [John   ] ®   │
│   │
│   Last Name: [Smith   ] ®   │
│   │
│   Contact Title: [   ]   │
│   │
│   Email: [jsmith@example.com   ] ®   │
│   │
│   Telephone: [111-222-3344   ]   │
│   │
│   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. ☑ ® │
│   │
│   [Save] [Cancel]   │
│   │
└──┘

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.

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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 : [Choose File] No file chosen

File Encoding: [Auto ▼]

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: [Download Template File]

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. *

Cancel   [Next]

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:

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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: Canada ▼ *

Province/Territory: Select Province/Territory ▼ *

Postal Code: *

Phone Number: [🇨🇦] +1 ▼   ext.

Fax Number: [🇨🇦] +1 ▼   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: [🇺🇸] +1 ▼   ext.

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Cancel   Save and Book Another   Save

Bulletin Subscription

When a staff member in the organiztion 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: [   ] *

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Cancel   Save

Speakers

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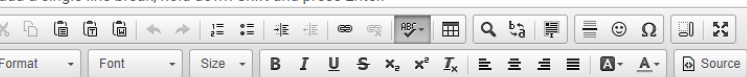
Edit Speaker

Date [   ] 📅 * [   ] ⊕ Tip: Type 'A' or 'P' to switch AM/PM. Leave blank if not applicable

Speaker [   ] *

Topic [   ]

Image: [Choose File] No file chosen

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

Comments [   ]
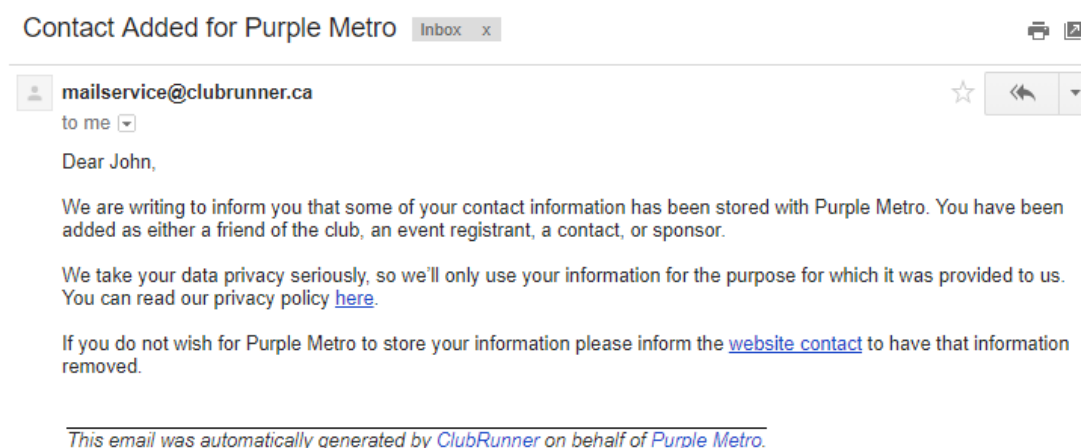
Display Social Media Share Bar? ◉ Yes ○ No

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Cancel   Save

Meeting Guests

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

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?](#)