



# Chippenham Triathlon

## Privacy Statement & Policy



### Privacy Statement

In becoming a member of Chippenham Triathlon Club (CTC), CTC will collect certain information about you which will include your name, date of birth, gender, BTF number, email address, address, telephone number, medical/specific needs you feel we should be aware of, any requirements for assistance to participate in triathlon, and the name, address and telephone number of your emergency contact person. CTC will collect and process your Triathlon Data for the purposes of registering you as a member of CTC and administering your involvement in the club. We will process it on the basis for the interests of registering you as a member and to administer the club. Please see the Club's Privacy Policy (below) for a full explanation of how your information will be stored and used by the club.

### Privacy Policy

#### Introduction

Chippenham Triathlon Club (CTC) is a BTF affiliated club. For the purposes of data protection legislation, CTC is the data controller.

CTC is committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). This policy explains how the information we collect about you is used and kept securely. It also explains your right to access your information under Data Protection Legislation.

#### What data we will collect

In becoming a member of Chippenham Triathlon Club (CTC), CTC will collect certain information about you which will include your name, date of birth, gender, BTF number, email address, address, and telephone number. We will also collect information about any medical conditions/medication, you feel we should be aware of, and any requirements you have for assistance to participate in triathlon. We will also collect the name, address and telephone number of an emergency contact, nominated by you.

#### How we use your information

We will collect and process your Triathlon Data for the purposes of registering you as a member of CTC and administering your involvement in the club. We will process it on the basis of legitimate interests.

The legitimate interests are the interests of registering you as a member and to administer the club.

We will only use your Triathlon Data for the purposes of registering and administering your involvement in the club.

We may use your personal information for a number of purposes, including:

- To deal with your requests and enquiries.
- To contact you for reasons related to your enquiry.



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- To notify you about triathlon related events.

### **Our legal bases for processing your information**

Club membership details are stored securely on our IT systems (website content management system and limited information for coaches on a dropbox). A selected number of Committee members/club admin can access this data to help to update data and perform necessary administration activity. Committee members will be the Chair, Secretary, Treasurer, Swim Coordinator, Website Administrator, and the coaches for the purpose of safe delivery of club training sessions.

We will process your Triathlon Data on the basis of the following legitimate interests:

- shared with club coaches or training session organisers to administer training sessions
- processing of membership and payments
- shared with committee members to provide information about club activities, membership renewals or invitation to social events
- sending club newsletters or other club-related communications

### **Data retention**

We will retain your Triathlon Data for such time as you are an athlete registered with us and will then delete your information 12 months after you have ceased to be registered with CTC.

### **Sharing your data**

We will not share your information for any purpose, unless we obtain for your consent before we do so.

CTC may share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection. In the event of a disciplinary or welfare incident CTC may also pass on personal information to British Triathlon or any other relevant Authorities for the purposes of supporting any investigatory activity into that incident. If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that CTC is legally obliged to disclose it. This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

### **Protecting your information**

In carrying out the administrative duties of the club it will be necessary that the data that we collect from you may be transferred from the central IT data repository to a Committee member's computer. This data will be deleted from this device as soon as the purpose for which it has been downloaded has been completed. We will not transfer your data outside of the European Economic Area.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy.



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The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet.

### Finding out what information CTC holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact CTC's Data Protection Officer (CTC Club Secretary). You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting. Your request will be actioned within 1 month.

### Your rights

You have the following rights under data protection legislation:

1. to access a copy of the information comprised in your personal data (see above);
2. to object to processing of your personal data that is likely to cause or is causing damage or distress;
3. to prevent processing for direct marketing;
4. to object to decisions being taken by automated means;
5. in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed; and
6. to claim compensation for damages caused by a breach of data protection legislation.

### Complaints and Data breaches

If you have any concerns or complaints in relation to how CTC collects and/or processes your personal data, you should contact CTC's data protection officer (CTC Club Secretary) in the first instance.

When a complaint is received, or when a personal data breach has occurred, the incident will be fully investigated led by the CTC data protection officer. The investigation will rectify any issues found. If the likelihood and severity of the resulting breach is a risk to people's rights and freedoms then CTC will notify the ICO according to <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>

If you are dissatisfied with how your concern/complaint is dealt with by CTC, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

### Changes to our Privacy Policy

We will review our Privacy Policy and updates will appear on this page when necessary.

### Contacting CTC about this Privacy Policy



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If you have any questions or comments about this Privacy Policy please contact either the Club Secretary or Club Chair.

This Privacy statement was approved by the Club Committee on 23 May 2018.