

## Privacy Notice - Tunbridge Wells Triathlon Club

*(How we use Club Members' information)*

**The categories of Club Members' information that we collect, process, hold and share include:**

- personal information (such as name, email address, address, phone numbers, occupation)
- special categories of data including characteristics information such as gender, age, disability, relevant medical information.
- membership contract information (such as name, date of birth, address, emergency contact)
- social media profile information e.g. for membership of the club's private Facebook groups and Strava club.
- competition data e.g. race results (This is collected and shared with British Triathlon / Triathlon England, to advise and guide members on the next steps in qualification or grading)
- qualifications (where relevant to triathlon activities)
- photographs, individual or group, during activities or races.
- British Triathlon membership number
- Participation in club activities and events, including payments made.
- Purchases made from the club's kit shop.

### **Why we collect and use this information**

We use member information data to:

- enable the development of a comprehensive picture of the member to assist with progression in the sport;
- inform members about development of the sport, Club; and
- enable members to progress onto higher level competitions; and
- determine suitable activities and events for members.

### **The lawful basis on which we process this information**

We process this information under the membership contract you have entered into with **Tunbridge Wells Triathlon Club** or in relation to the steps taken to enter into that contract.

Where information of a non-sensitive nature is processed and is therefore in the Club's legitimate interests i.e. membership of the club. Where sensitive data is processed by means of consent, with appropriate safeguards and is in the legitimate interests of the Club or is in your vital interests.

For example, we will use your emergency contact information if an emergency occurs during a club activity.

Your email address will be used to contact you regarding your membership, important

club updates and (where you have provided consent, to send you occasional club newsletters).

## **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain membership information to us or if you have a choice in this.

If we rely on your consent for collecting your data, you have the right to withdraw your consent at any time. To do so please update your details in your ClubSpark profile.

## **Storing this information**

We hold your data for the duration of your membership with the club and for 1 year after your membership ceases, unless you ask us to remove it sooner.

Photographs, race results and reports will be retained indefinitely on club website(s) and social media unless you specifically request us to remove them.

Where we have invoiced for items or collected payments, the Club will retain your information for 7 years.

## **Who we share this information with**

We routinely share this information with:

- British Triathlon / Triathlon England
- Sport England
- Other clubs or event companies who put on competitions.
- Printed and online media organisations (for race reports, results and photographs, where you have given us your consent).

The reason for sharing your data is to highlight and encourage competitors to advance in the sport. Or to apply for further funding to ensure the sport's or club's longevity.

## **Why we share membership information**

We do not share information about members with anyone without consent unless the law and our policies allow us to do so.

## **Your rights**

You have rights as an individual which you can exercise in relation to the information we hold about you. These include the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations

You can read more about these rights at <https://ico.org.uk/your-data-matters/>

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Club Chair or any committee member.

## **Complaints or queries**

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

## **Further information**

If you would like to discuss anything in this privacy notice, please contact the Club Chair or any committee member.

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Last Updated: 18<sup>th</sup> March 2021