

WESTCROFT TRIATHLON CLUB

DATA PRIVACY POLICY

About this Policy

This policy explains when and why we collect personal information about our members and coaches, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.westcrofttriathlonclub.com regularly for any amendments (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (<https://ico.org.uk>). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

Who are we?

We are Westcroft Triathlon Club. We can be contacted at info@westcrofttriathlonclub.com

What information we collect and why.

| Type of information | Purposes | Legal basis of processing |
|--|---|--|
| Member's name, address, telephone number(s), e-mail address(es). | Managing the Member's membership of the Club. Managing the allocation of coaches. | Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club. |

| | | |
|---|--|---|
| Emergency contact details and details of any medical conditions | Contacting next of kin in the event of emergency. Being aware of medical conditions. | Protecting the Member's vital interests. |
| Date of birth | Managing membership categories. Managing race entries. | Performing the Club's contract with the Member. |
| Gender | Managing race entries. Monitoring of diversity data. | Performing the Club's contract with the Member. |

| | | |
|---|---|---|
| Photos and videos of members | Putting on the Club's website and social media pages and use in marketing material. | Consent. We will seek the Member's consent during their membership application. The Member may withdraw their consent at any time by contacting the Membership Secretary. |
| Bank account details of the member or other person making payment to the Club | Managing the Member's membership of the Club, the provision of services and events. | Performing the Club's contract with the Member. |

How we protect your personal data

We will not transfer your personal data to outside organisations without your consent.

We have implemented the ClubSpark system which is provided by the BTF and is GDPR compliant in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold).

How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Club and will delete it when your membership ceases.

Your rights

You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Membership Secretary: info@westcrofttriathlonclub.com