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## Tri Surrey Triathlon Club – Privacy Notice

Date: 30/04/2022

Tri Surrey Triathlon Club (Tri Surrey) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Tri Surrey is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### **What personal data we hold on you**

You may give us information about you by filling in forms, using our membership tool Coacha, or by corresponding with us by phone, email or otherwise. This includes information you provide when you attend trial sessions, register or re-register with the club, or book/enter any club sessions or events. The information you give us may include your name, date of birth, gender, address, email address, phone number, contact details for your next of kin / emergency contact. If you choose to add England Athletics affiliation to your membership we may also need information about any EA affiliated clubs with which you are registered (Athletics Data). We also ask for some health information / information about medical conditions or similar which we may require in the event of an emergency at club sessions.

### **Why we need your personal data**

The reason we need your personal information and Athletics Data is to be able to administer your membership, and to provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal information is that we have a contractual obligation to you as a member to provide the services you are registering for. Health/medical information which you provide to us is classed as special category data. We hold this data with your consent. In the event of an emergency, such information may be shared with first aider / lifeguard / paramedics or similar in order to protect your health and/or life.

Reasons we need to process your data include:

For training and competition entry

- Managing coached session and ride attendance registers
- Sharing personal data with club coaches or officials to administer training sessions, including managing registers, and accessing ICE and medical details in the event of an emergency;
- Sharing personal data with club team managers to enter events;
- Sharing personal data with leagues, county associations and other competition providers for entry in events.

For communications, reporting and membership management

- To send club communications including surveys, social and AGM invitations, and club changes
- To analyse anonymised data on membership trends
- Processing membership forms and payments
- Sharing data with committee members
- Publishing race results and achievements

On occasion we collect data from non-members, for example those attending a trial session. This data is kept to a minimum, and is destroyed permanently once the participant has attended both trial sessions, or has informed us that they will not be attending the second session.

Our lawful basis for processing data is consent, therefore we require explicit consent to process data, from members and non-members.

The club has the following social media pages:

- Facebook
- WhatsApp
- Twitter
- Instagram

All members are free to join these pages, and non members are allowed to join the Facebook and Instagram pages. If you join one of the social media pages, please note that providers of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

## **Who we share your personal data with**

When you become a member of the Club you can also choose to be registered as a member of England Athletics Limited. If you choose this option (and pay the additional England Athletics fee) we will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org). If you do not choose to be registered as a member of England Athletics Limited, then we will not share your data with England Athletics Limited. Please be aware that should you ever wish to compete in England Athletics cross country races you will have to register with England Athletics Limited at that time.

The Club does not supply any personal data it holds for this purpose to any other third party for their own use. The Club uses Coacha to store and manage member data, and members are asked to submit and maintain their details within Coacha. The Coacha privacy notice can be read here:

<https://www.coacha.co.uk/More/Legal/Coacha-privacy>

Aside from as described in the Coacha privacy policy, the club does not store or transfer your personal data outside of the UK.

## **How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Members are asked to check and update their details every year at membership renewal time. Any data we hold on you is deleted within 24 months if you do not re-join. If you have been awarded 'lifetime membership' but no longer wish to remain a member then you should inform the membership secretary who will arrange for your details to be removed from our systems.

If your data has been shared with England Athletics as described above, this will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

## **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to

complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership, or allow you to attend club sessions and activities.