

Privacy Notice - Thames Valley Triathletes

Data Access and Stewardship:

In adherence to our data stewardship practices, access to all personal data will be restricted to only two designated roles within the organization: the Membership Secretary and the Treasurer. Additionally, certain membership details may be accessible to Coaches and the committee solely for the specific performance of their roles. This ensures that data access is limited to those individuals who require it for their designated responsibilities, promoting accountability and safeguarding members' personal information

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

- personal information (such as name)
- special categories of data including characteristics information such as gender and age
- membership contract information (such as name, date of birth, address, email, telephone and emergency contact details)
- competition data (This is collected and may be shared with British Triathlon/ Triathlon England/ England Athletics/ British Cycling)
- coaching qualifications

Why we collect and use this information

We may use member information data to:

- ensure people booking onto training sessions and/or club events hold a current membership
- inform members that they have a place at training sessions and/or club events
- enable club to assist members with progression in the sport;
- inform members about development of the sport, Club; and
- enable members to progress onto higher level competitions; and
- inform members about social and sporting club events and activities

The lawful basis on which we process this information.

1. **Performance of a Contract:** We process your information based on the membership contract you've signed with Thames Valley Triathletes or in preparation for entering into that contract.
2. **Legitimate Interests:** We may process non-sensitive information when it's in the club's legitimate interests, such as managing membership.
3. **Consent:** If we process sensitive data, we'll do so only with your explicit consent, ensuring appropriate safeguards are in place and it serves either the club's legitimate interests or your vital interests.

1. **Personal Information (e.g., name):**
Lawful Basis: Performance of a Contract

Explanation: The processing of personal information is necessary for the performance of the membership contract that individuals enter into with the club.

2. Special Categories of Data (e.g., gender and age):

Lawful Basis: Legitimate Interests and Consent

Explanation: The processing of special categories of data for the legitimate interests of the club (e.g., managing and organizing events). Explicit consent may be obtained where necessary, with appropriate safeguards.

3. Membership Contract Information (e.g., date of birth, address, email, telephone, emergency contact details):

Lawful Basis: Performance of a Contract

Explanation: The processing of membership contract information necessary for the performance of the membership contract.

4. Competition Data:

Lawful Basis: Legitimate Interests and Consent

Explanation: Processing competition data for the legitimate interests of the club, especially for managing and promoting events. Consent may be obtained, especially if sharing this data with external organizations.

5. Coaching Qualifications:

Lawful Basis: Legitimate Interests

Explanation: Processing coaching qualifications is necessary for the legitimate interests of the club, particularly in ensuring that coaching staff meet the necessary qualifications and certifications.

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 contact the Club Membership Secretary.

Storing this information

We hold your data for the duration of your membership with the club.

Where we have invoiced for items or collected payments, the Club will retain information for 7 years to meet the relevant financial legal and regulatory requirements.

If you decide not to renew your membership and inform the club membership secretary, then your data will be removed as soon as your membership lapses. If your membership lapses and you do not inform the club's membership secretary that you are not intending to renew, then your data will be stored for a maximum of 4 months, after which it will be assumed you do not intend to renew and your data will be removed.

Appropriate technical and organisational measures are in place to protect your personal data from unauthorised access, loss or destruction. Members can contact the club membership secretary for more information about how personal data is stored and the security measures in place to protect it.

Who we share this information with

We may share this information with:

- British Triathlon / Triathlon England
- Sport England
- British Cycling
- The specific names of other clubs or event companies who put on competitions

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/for-the-public/is-my-information-being-handled-correctly/> .

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 Membership Secretary**.

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/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact the Club Membership Secretary, Secretary and/or Chair:

Membership Secretary: membership@thamesvalleytri.com

Club Secretary: secretary@thamesvalleytri.com

Club Chair: chairman@thamesvalleytri.com