



## General Data Protection Regulations Privacy Policy

### **About this policy**

This policy explains when and why we CAMBRIDGE TRIATHLON CLUB (CTC) collect personal information about our members and how we use it; keep it secure and club member's rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Club Policy page regularly for any amendments at [Club Policies | Cambridge Triathlon Club](#). We will not share your personal data with any third parties unless you ask us to.

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 ([www.ico.gov.uk](http://www.ico.gov.uk)).

### **Responsible person**

For the purposes of the GDPR, The CTC Club Secretary / CTC Membership Secretary / CTC Communications Secretary & CTC Chair will be the "controllers" of all personal data we hold about club members and others. The Secretary / Membership Secretary / Communications Secretary & Chair are responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applied from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

### **Member's rights**

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Secretary / Membership Secretary / Chair / Communications Secretary.

### **Specific use and sharing of personal information**

In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news/work at the club, competition entries/results and other important notices etc. Your personal data will not be passed to anyone else outside the club and your email will only be given to someone outside the club with your permission.

### **The Lawful reasons for processing your data.**

We have three lawful reasons for processing your data, which are:

- (a) Processing of your data is necessary for the administration of your membership contract.
- (b) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with.

**What Information we collect, why we collect it, and who we share it with**

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

**Data processed under our legal obligation**

Type of information	Purpose	Shared with
Members, names and address. Date of birth	To meet our legal obligations	<ul style="list-style-type: none"> <li>Committee and from time to time CTC Coaches.</li> </ul>
Club Attendance	To monitor attendance at training sessions.	<ul style="list-style-type: none"> <li>Committee and CTC Coaches.</li> </ul>

Please note data processed for compliance will be kept for 2 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

**Data processed as a requirement of managing your membership**

Type of information	Purpose	Shared with
Member's, address, telephone numbers, e-mail address	Managing the Member's membership of the Club and club insurance purposes.	Committee and CTC Coaches
Dates full membership commenced and ended.	Managing the Member's membership of the Club and club insurance purposes.	
Date of birth / age related information.	Managing membership categories which are age related.	
Gender.	Provision of adequate facilities for members.	
Disabilities	Provision of adequate facilities for members.	
Emergency contact details.	Contacting next of kin in the event of emergency.	Emergency services
First Aiders names	To provide a contact point in case of emergency	Members
Qualifications	Level 1, Level2 & Level 3 Instructor and Coaching qualifications for quality assurance purposes	
Competency	For accreditation and issue of competency cards	

### **Data processed with your consent**

The club will seek consent in the application form before processing any information as outlined below.

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Member's, address, telephone numbers, e-mail address	Managing the Member's membership of the Club.	British Triathlon & Triathlon England etc.
Date of birth / age related information.	Managing membership categories which are age related. Age related competition opportunities	
Gender.	Provision of adequate facilities for members. Gender related competition opportunities For the purposes of Reporting gender data.	
Disabilities	Provision of adequate facilities for members. Providing competitive and other opportunities.	
Qualification	Level 1 .2 & 3, Instructor and Coaching qualifications for quality assurance purposes	
Scores	For performance measures related to competition and selection. For media publicity of events	
Photos and videos of members.	Putting on the Club's website and social media pages and using in press releases.	
Instructor's name, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching, instruction and supervision of Triathlon activity	With permission of the members in each instance.
Member's name, address, telephone numbers, e-mail address	Website access	Members & other clubs
		Web membership/renewal

### **Enquiries and other communications with the club**

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis. People added to a club waiting list for junior membership will be informed and asked for permission to store that data at that point.

### **Children**

Parents or guardians signing the full membership eform are giving their permission for the data to be used as described elsewhere in this policy.

### **How we protect your personal data**

The Communications and Membership secretary will process membership information electronically and hold all information on the club database.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

**Request to see your personal information**

If you wish to know what personal data the club holds please email the CTC Secretary or CTC Membership Secretary CTC Communication Secretary or even CTC Chair and he/she will respond within 14 days of the request (depending on availability).

**Accuracy and retention of data**

Each individual member is responsible for keeping the Membership Secretary informed of changes to their data (e.g. address/telephone number etc. and this is updated at least once a year at renewal and you are at that time authorising the club to hold such data on file.

The data are kept on file. The data will be normally be kept for up to *3 years*.