

<b>Document:</b>	<b>Privacy Notice</b>
<b>Reviewed by:</b>	Andy Peel (Chair)
<b>Date of last review:</b>	December 2018
<b>Agreed at committee:</b>	1 <sup>st</sup> October 2022
<b>Date of next review:</b>	October 2025

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

- Membership contract information:
  - Name, date of birth, gender, address, email address
  - Emergency contact information
  - Relevant medical information
- East Grinstead Triathlon Club (EGTC) training and competition data (e.g. heart rate, swim CSS results, Club Winter GP results)

## 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
- Enable members to progress onto higher level of competition
- Inform members about Club news and events and the development of the sport
- Provide members access to training information and results on the secure area of the EGTC website
- Enable members to join England Athletics by passing them the relevant personal information if they choose to do so

## The lawful basis on which we process this information

We process the this information under the membership contract you have entered into with **East Grinstead Triathlon Club (EGTC)** 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.

The membership information and EGTC training and competition data listed above is considered to be covered under the membership contract.

## 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, contact the Club Secretary [secretary@egtri.com](mailto:secretary@egtri.com)

## **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 your information for 7 years. Membership contract information will be renewed every year when members renew their club membership. Unless otherwise stated, membership contract information will be retained for up to 1 year after you leave the club. EGTC training and competition data will be held as long as you are a member of EGTC and for up to 1 year after you leave the club.

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

We routinely share this information with:

- British Triathlon / Triathlon England
- Sport England
- England Athletics if you choose to join them through EGTC

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 Secretary [secretary@egtri.com](mailto:secretary@egtri.com)

## **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 the Club Chair 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 Secretary [secretary@egtri.com](mailto:secretary@egtri.com)