

T3 TADCASTER TRIATHLON TEAM PRIVACY NOTICE FOR OUR MEMBERS

T3 is committed to respecting your privacy and being transparent on how the personal information we collect is used. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have enquired about the Club or are a member of our Club. This notice explains how we comply with the law on data protection.

References to **we**, **our** or **us** in this privacy notice are to **T3 Tadcaster Triathlon Team ("Club")**.

For the purposes of data protection we will be **the controller** of any of your personal information. We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our club secretary currently acts as the contact point for data protection compliance in the Club. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When you contact us and during your membership we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, home address, email addresses and telephone numbers, including information you provide to membermojo;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as emails, texts, social media posts and other correspondence and your instructions to us;
- records of your attendance at, and performance during, training or at competitions;
- images in video and/or photographic form, including video or images taken during any training sessions or events. These images may be provided by you, by others or taken by the Club;
- your marketing preferences so that we know whether and how we should contact you;
- next of kin, family members, coaches and emergency contacts;
- information pertaining to any medical issues you have which we, first aiders or medical professionals need to be aware of to ensure your safety;
- orders of Club kit.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and

In relation to the special category personal data that we do process we do so on the basis that it is based on your explicit consent or, in the case of your requiring urgent medical attention, as necessary to protect your vital interests.

An example of where the Club will require your explicit consent for processing your health information would be when you self-declare any medical conditions that the Club needs to be aware when you attend training sessions or events organized by, or on behalf of, the Club.

In the table below we refer to these as the "special category reasons for processing of your personal data".

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you: (a) apply to become a member of the Club, including via any membership service that the Club uses, such as membermojo; (b) when you communicate with us via the Club's social media platforms (including WhatsApp, Twitter, Instagram or Facebook); (c) when you use the Club website, www.tadcastertriathlonteam.co.uk; (d) when you take part in any of the training sessions or events we run; (e) when you make a query and/or complaint; (f) when you correspond with us by e-mail or in some other way; or (g) when you order Club kit.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "**Your rights in relation to personal information**" section below.

4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Basis for use
To administer any membership you have with us and managing our relationship with you, including dealing with payments	All contact and membership details, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
To arrange and manage any contracts for the provision of any services or products	Contact details, payment details, records of your interactions with us.	This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us or our suppliers.
To send information about training, competitions and events and any updates about the Club or its membership.	Contact details, membership details and marketing preferences.	We have a legitimate interest as a triathlon club to circulate details about training, competitions, events and updates.
To send you other information (including marketing) we think you might find useful or which you have requested from us, including information about events, products and information from third parties, including any commercial partners the Club may have	Contact details and marketing references.	We can only do this where you have opted in to receive such information or in other circumstances given consent for the Club to do so.
To answer your queries or complaints	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run the Club and in some cases we may have legal or regulatory obligations to retain records.
The security of the IT systems we use	Your usage of our IT systems and social media platforms.	We have a legitimate interest to ensure that our IT systems are secure.
To analyse training and event attendance and performance, including for calculation of results of any Club competitions	Records of your attendance at any Club events or competitions.	We have a legitimate interest in doing so to ensure that our training and events are appropriate and to run competitions for the benefit of the membership.

To promote the Club, our events and attract and retain members.	Images in video and/or photographic form. Performance data.	We can only do this where you have given us your consent to do so. Where you post images on Club social media platforms you give the Club consent to use those images on its website, social media platforms and in print.
To comply with health and safety requirements	Records of attendance and medical information about your health.	We have a legal obligation and a legitimate interest to provide you and other members of our Club with a safe environment in which to participate in sport. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
To administer your attendance at any sessions, events, courses, programmes, workshops or other Club events	All contact and membership details. Performance data.	This is necessary to enable us to register you on to and properly manage and administer your attendance.
To arrange for any trip or transportation to and from an Event	Identification documents details of next of kin, family members and emergency contacts, health and medical information.	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
To use information about you to ensure your health and safety and to assess your fitness to participate in any activities we host and to provide appropriate adjustments to sports facilities	Health and medical information	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
To gather evidence for possible grievance or disciplinary hearings	All the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings.
For the purposes of equal opportunities monitoring	Name, title, date of birth gender, information about your race or ethnicity and health and medical information	We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.

For some of your personal information you will have a legal, contractual or other requirement or obligation to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. DIRECT MARKETING

The Club may contact you by email, SMS, WhatsApp or other social media platform with information about our Club events, campaigns, fundraising activities and training or workshops we believe you may be interested in. You can let us know at any time that you do not wish to receive such messages by emailing secretary@tadcastertriathlonsteam.co.uk.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We may share personal information with the following parties:

- **Any third party approved by you**
- **To any governing bodies or regional bodies for the sports covered by our Club:** to allow them to properly administer the sports on a local, regional and national level.
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union. Please see the membermojo privacy policy (<https://membermojo.co.uk/mm/help/privacy>) for details of the systems membermojo uses to store membership information.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 1 year after your last contact with us or 1 year after the end of your membership. However, as an exception to this rule information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you by logging into your member account on the membermojo website. Alternatively, you can contact us by using the details set out in the "Contacting us" section below.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be **informed** about how your personal information is being used;
- the right to **access** the personal information we hold about you;
- the right to request the **correction** of inaccurate personal information we hold about you;

- the right to request the **erasure** of your personal information in certain limited circumstances;
- the right to **restrict processing** of your personal information where certain requirements are met;
- the right to **object to the processing** of your personal information;
- the right to request that we **transfer** elements of your data either to you or another service provider; and
- the right to **object to certain automated decision-making** processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email secretary@tadcastertriathlonsteam.co.uk.

VERSION DATED: 15th JULY 2019