Phoenix Tri-MK Youth Triathlon Club
Data Processing Privacy Policy

1. **About this Policy**

1.1 This policy explains when and why we collect personal information about our members and coaches, how we use it and how we keep it secure; and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website https://www.tri-mk.co.uk regularly for any amendments (*but amendments will not be made retrospectively*).

1.4 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). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. **Who are we?**

2.1 We are Phoenix Tri-MK Youth Triathlon Club.

We can be contacted by email addressed to our Club Secretary on secretary@tri-mk.co.uk

3. **How we protect your personal data**

3.1 We will not transfer your personal data outside the European Economic Area (EEA) without your consent.

3.2 From 25th May 2018 we implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

3.3 Please note however that where you are transmitting information to us over the internet this **can never** be guaranteed to be 100% secure.

3.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Last review 20.5.2018

4. **What information we collect and why:**

Type of information	Purposes	Legal basis of processing
Members name, address, telephone numbers, e-mail address(es)	Managing the Members' membership of the Club	For the purposes of our legitimate interests in operating the Club
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Members' vital interests
Date of birth / age related information	Managing membership categories which are age related	For the purposes of our legitimate interests in operating the Club
Gender	Provision of adequate facilities for members Reporting membership and participation information to our National Governing Body (BTF) British Triathlon Federation	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender. For the purposes of our legitimate interests in organising race entries for the benefit of Members of the Club For the purposes of the legitimate interests of British Triathlon to maintain diversity data required by Sports Councils
Members' British Triathlon membership numbers	Managing race entries and race results Providing race results to local and national media	For the purposes of our legitimate interests in organising race entries for the benefit of members of the Club For the purposes of our legitimate interests in promoting the Club
Photos and videos of members	Publishing on the Club's website and social media pages and using in press releases. To assist coaches with technique training in Triathlon	Consent: We always seek the Member's consent on their membership registration form and the Member may withdraw their consent at any time by contacting us by e-mail or letter
Coaches' and volunteers' names, addresses, email addresses, phone numbers and relevant qualifications/certifications and/or experience	Managing instruction and supervision at the club Checking qualifications and certificates are up to date	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and monitor their qualifications and certification Protecting Members' vital interests
Medical conditions	For health & safety For the safe managing and supervision of members	Protecting the Coaches' & Members' vital interests

Last review 20.5.2018