

BRITISH TRIATHLON FEDERATION
PRIVACY NOTICE FOR OUR JUNIOR MEMBERS



We at the British Triathlon Federation want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our junior members, how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. We don’t have a nominated Data Protection Officer but you can contact us on dataprotection@britishtriathlon.org if you need to.

1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

We might collect the following **personal details** about you before, during or after your time as a member, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- your gender;
- membership details including when you signed up to be a member and any date you decide to leave us;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- any bank details belonging to your parent or guardian so that we can receive payments from you and details of any payments you make;
- how you use our website and any passwords, user names and other things that may identify you to us online;
- records that tell us when you were at our events or competitions;
- videos and photos of you

2. SPECIAL INFORMATION

We may also hold and use what is called “**special information**” such as your colour, background and which part of the world you or your family members are originally from, whether you have any religious beliefs and any information about your health such as any injuries you have/have had or times you may not have been very well. We will only use it if we have a really good reason to do so, such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

In the table below we refer to these as the “**special reasons**”.

3. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when you create an account on our site at www.britishtriathlon.org to become a member of British Triathlon Federation, or when you want to talk to us on the phone, by e-mail or in some other way.

4. HOW DO WE USE YOUR INFORMATION?

| What do we use your information for? | What type of information do we use? | What reason do we have to use it (this is the boring legal bit...) |
|--------------------------------------|-------------------------------------|--|
|--------------------------------------|-------------------------------------|--|

| All of our junior members | | |
|--|--|---|
| To make sure your membership with us runs smoothly and we can provide the very best service for you. | All contact and membership details, any chats we have had. | We need all this information to make sure we do a good job in managing your membership with us. |
| To send you information about events and opportunities if you have asked to take part in one of our Youth and Junior Super Series events. | All contact and membership details. | We need all this information to make sure we do a good job in managing your membership with us and to ensure you know what to do for the event you have asked to take part in. |
| To help you if you have a question or you are not happy with something we have done. | Contact details and any chats we have had. | It is in our interests to make sure we deal with any issues you have quickly. |
| We will keep all of your details on our files. | All of your personal details. | It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to. If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above. |
| To protect our IT systems. | Details about how you use our website. | It is in our interests to make sure that our IT systems are safe and secure for all of our staff and you to use. |
| We occasionally carry out research on what events you have attended to understand what is 'on trend'. | Details of the events and competitions you have attended. | It is in our interests to make sure that our membership is targeted and relevant for you. |
| To promote the sport, our events and membership packages. | Any photos or videos of you. | Only where you have told us you are happy to use our photos. |
| To make sure we are keeping up with health and safety. | Details of the events and competitions you have attended. | It is in our interests to make sure we provide you and others like you with a safe place to play your sport. Sometimes we may have to keep your details because the law tells us we have to. |
| To put together all the information we need in case there are any disciplinary or | All of your personal details. | It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport. |

| | | |
|---|--|---|
| other issues with your membership. | | If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above. |
| To make sure we are fairly offering opportunities to everyone. | Name, your birthday, gender, information which part of the world you or your family are from, details about your health and performance. | It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above. |

In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting dataprotection@britishtriathlon.org.

5. **WHY YOU MIGHT NOT HEAR FROM US THAT OFTEN**

Members of British Triathlon can agree to receive email, text or telephone communications from us (also known as 'opting in') if they wish to hear about any offers, deals, ticket purchases, updates, news or other information. This is also known as 'marketing communications'. We have made the decision not to send any 'marketing communications' to our junior members who are under the age of 16. This is because the law tells us that you may not be able to understand what you are agreeing to. When you turn 16 you will be able to make your own decisions about what you agree to by law.

6. **WHO ELSE MAY USE YOUR DETAILS?**

We may send your details to others to help us run our organisation. These are:

- **Anyone you have said you are happy for us to send your details to.**
- **To your club or another regional or governing body:** to help us to improve and keep an eye on developments in the sport.
- **Organisations that provide services to us:** such as Sport England, the people who carry out research for us, computer services, the people who print out our membership cards and people in charge of events.
- **The Government or our regulators:** where the law tells us to do so or to help them with any investigations.

7. **ARE YOUR DETAILS SAFE?**

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe? Sometimes some of your personal details may be transferred to and stored in countries outside of the UK and the European, which are not subject to the laws that make sure your details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure. If someone else is using your details because we have told them to, we will also make sure that we put measures in place with them to protect it.

8. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 6 years after you last get in touch with us.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this through your online account at www.britishtriathlon.org or by contacting us at membership@britishtriathlon.org

9. **WHAT ARE YOUR RIGHTS?**

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you play at for example; and
- [to stop making decisions about you using automated technologies which analyse your personal details e.g. performance software]

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at dataprotection@britishtriathlon.org

10. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

11. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of our team at dataprotection@britishtriathlon.org or write to:

Data Protection
British Triathlon
PO Box 25
Loughborough
LE11 3WX

Version dated August 2018