

## **British Triathlon Federation Staff Data Privacy Notice**

### **Section 1 - How we manage your data**

This document provides information on how we use and store the personal data of our staff and people who apply for a job. We are committed to being transparent about how we collect and use the data to meet our Data Protection obligations.

We are responsible for managing the personal data for the following groups:

- Job applicants
- Employees on a salaried contract
- Staff who work on a casual or claims basis
- Former colleagues who are members of a British Triathlon administered pension scheme

Further information and guidance on Data Protection legislation is available from the [ICO](#) website. You can also find the Records Retention Schedule here:

### **Section 2 - What personal information do we hold about you?**

We will keep a record of the details you provided on your application form (or equivalent), any supporting documents we request as part of the recruitment and selection process, additional details provided by any referees and records following any interview process.

#### **2.1 Applicant Data**

If you are successful, the information you give us will be transferred to your confidential staff record. If you are unsuccessful we will retain the information for one year for reporting purposes. The information will be anonymised before it is included in any management report. You can instruct us to destroy your information at any time during the 12-month retention period by emailing us at [hr@britishtriathlon.org](mailto:hr@britishtriathlon.org)

#### **2.2. Staff Data**

The range of information that we collect and process about you includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender
- The terms and conditions of your employment
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and within British Triathlon

- Information about your salary, pay progression and awards, any entitlement to benefits such as pensions or healthcare cover
- Details of your bank account and national insurance number
- Information about your marital status, next of kin, dependants and emergency contacts
- Information about your nationality and entitlement to work in the UK
- Details of periods of leave taken by you, including holiday, sickness absence, family leave, special leave, unpaid leave and study leave
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
- Assessments of your performance, including PDR, training you have participated in, performance improvement plans and related correspondence
- Information about medical or health conditions, including whether you have a health condition for which British Triathlon needs to make reasonable adjustments

We will maintain this information during the time you work with us. We will retain the records for a minimum of 6 years after you have left us, for statutory purposes. Email [hr@britishtriathlon.org](mailto:hr@britishtriathlon.org) for more information on our Records Retention periods.

### **2.3 Sensitive personal data**

In addition to the information in Section 2.2, we may process some information about you that is sensitive personal data. This includes information concerning your ethnic origin, sexual orientation, religious beliefs and health conditions, to provide care, help or suitable adjustments.

For certain roles, other sensitive information may be processed, such as information about past criminal convictions, working with children or vulnerable adults, and your fitness to practise in certain regulated professions. The access and sharing of your sensitive personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

We only collect sensitive personal data with your consent.

### **Section 3 - Why do we collect your information?**

In most cases, your personal information is either necessary for the performance of our contractual obligations with you or necessary for compliance with a legal obligation - for example, to deduct tax.

It may also be required so we can fulfil tasks required in the public interest. For certain positions, it is necessary to carry out criminal record checks to ensure individuals are permitted to undertake the role in question.

We will process your personal information for a range of contractual, statutory or public interest purposes, including the following:

- Assess your suitability for a role or task including right to work checks
- Administer payroll, pension and other standard employment functions

- Ensure effective HR and business administration
- Deliver facilities, services and benefits to you and where appropriate, to monitor your use of those facilities in accordance with British Triathlons policies - for example, The Telephone, Email & Internet Usage Policy
- Operate security, governance, audit and quality assurance arrangements
- Communicate effectively with you by post, email and phone
- Support your training, safety and wellbeing requirements
- Enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us)
- Obtain Occupational Health advice to ensure we comply with our duties in relation to individuals with health conditions, meet our obligations under Health and Safety law and ensure you receive the pay or other benefits to which you are entitled
- Fulfil and monitor our responsibilities under equalities, immigration and public safety legislation
- Compile statistics and conduct surveys and research for internal and statutory reporting purposes

If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time. We will not use your personal information to carry out any wholly automated decision-making that affects you.

#### **Section 4 - Who has access to your data at British Triathlon?**

Human Resources, (professional HR support primarily provided by Hayley Baker, a Loughborough University HR Staff Member), Payroll and Pensions, have access to your personal data and are responsible for maintaining your HR file and your records on the HR system (we use iTrent).

Other colleagues, including your line manager and other managers in your team, IT and Finance will have limited access to your records, as necessary, to perform their duties and business tasks.

#### **Section 5 - Who do we share your data with outside British Triathlon?**

We share your data with third parties to obtain pre-employment references from other employers and obtain necessary criminal records checks from the Disclosure and Barring Service.

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

- The external providers of any staff benefit or pension
- Relevant Government Departments including Her Majesty's Revenue and Customs (HMRC) and UK Visa and Immigration (UKVI)
- On occasion and where necessary, the police and other law enforcement agencies
- On occasion and where necessary, auditors

We will provide references about you to external enquirers where you have requested or indicated that we should do so. An example would be to a bank for a mortgage reference. These are requested via [hr@britishtriathlon.org](mailto:hr@britishtriathlon.org) and you can request a copy for your records.

We will include your basic contact details in our internal online directory. Separately, services may request you to provide other information for their webpages.

Except for the organisations listed above, we will not normally publish or disclose any personal information about you unless you have requested it, consented to it or it is an emergency.

## **Section 6 - How do we hold your data?**

Where possible, we hold your personal information securely in the HR system iTrent. We also maintain a HR file for other records during your employment. Any Occupational Health Service will maintain their own records.

You can also maintain some of your personal data via Employee Self Service.

## **Section 7 - What are my rights?**

You have the following rights in Data Protection law. You can:

- Access and obtain a copy of your information on request. This is called a Data Subject Access Request. Information on how to make a DSAR can be found on our website.
- Require us to change incorrect or incomplete data
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where we rely on its legitimate interests as the legal ground for processing; and
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing data

## **Section 8 - What if you do not provide personal data?**

Certain information such as contact details, your right to work in the UK and payment details, must be provided to enable us to enter into a contract of employment with you. If you do not provide other information, this will hinder our ability to administer the rights and obligations arising out of the employment relationship.

You may also have to provide us with personal information to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

## **Section 9 - Who can I contact?**

If you need further help with your personal information, please email [hr@britishtriathlon.org](mailto:hr@britishtriathlon.org)

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please email [hr@britishtriathlon.org](mailto:hr@britishtriathlon.org).

### **Section 10 - How do I complain?**

If you are not happy with the way your information is being handled, please email [hr@britishtriathlon.org](mailto:hr@britishtriathlon.org) in the first instance or contact the HR Manager directly, who will endeavour to resolve your concerns.

If you are still not satisfied, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>)