

British Triathlon Volunteer Privacy Notice

Introduction

The British Triathlon Federation (British Triathlon) collects, uses and shares your personal data as part of its role as the National Governing Body for Triathlon, Aquathlon and Duathlon in Great Britain.

British Triathlon is committed to protecting your privacy. We are providing this Privacy Notice to tell you about how we process your personal data when you interact with us when you volunteer for us.

British Triathlon, which is registered with the Information Commissioner's Office with registration number Z6521217, is the data controller for the processing that we undertake that is outlined in this Privacy Notice. As the data controller, we are responsible for deciding how we hold and use the personal data we collect.

Throughout this Privacy Notice we refer to Data Protection Legislation which means the Data Protection Act 2018 (DPA2018), United Kingdom General Data Protection Regulation (UK GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the aforementioned legislation. Where we process the personal data of people in the European Union, it also includes the EU General Data Protection Regulation (EU GDPR). This includes any replacement legislation coming into effect from time to time.

How we collect your personal data

We may collect your personal data in a number of ways, including:

- Directly from you when you call, email or text us; through volunteer application forms, from forms completed by you at the start or during volunteering (such as contact detail forms); from correspondence with you; or through interviews, meetings or other assessments;
- In some cases, British Triathlon may collect personal data about you from third parties, such as references from previous employers or organisations who have engaged you as a volunteer; and/or
- On rare occasions, we may receive information about you from others not acting on your behalf (for example if someone makes a complaint about you which we then investigate).

What personal data do we collect and for what purposes?

<i>Personal data processed</i>	<i>Purposes for processing</i>	<i>Legal basis</i>
<ul style="list-style-type: none">• Your name, address and contact details, including email address and telephone number;• The details of your volunteering agreement including start date• Details of your qualifications, skills, experience and employment history, including start and end	<ul style="list-style-type: none">• Help make triathlon a successful sport by communicating with you opportunities to volunteer• Distribute and manage volunteers at events• Invite you to participate in surveys for research and development purposes• Respond to and communicate with volunteers regarding your questions, comments, support needs or complaints, concerns or allegations in relation to triathlon• Run the volunteer recruitment and appointment processes	Legitimate Interests

<p>dates, with previous employers and with the organisation;</p> <ul style="list-style-type: none"> • An assessment of your suitability for the activity you are volunteering to do; • Details of your bank/building society account for the reimbursement of expenses (if applicable) • Information about your next of kin and emergency contacts – You hereby confirm that you have received authorisation from your next of kin and emergency contacts to provide their data; • Details of any safeguarding incidents in which you have been involved; • Details of your availability for volunteering and attendance; • Information regarding any training you receive; • Your marketing preferences in regards to volunteer newsletters, and marketing e-mails about campaigns and fundraising events from British Triathlon; and • Photo consent information. 	<ul style="list-style-type: none"> • Assess the suitability of individuals for volunteering activities • Maintain accurate and up-to-date volunteer records and contact details (including emergency contact information) • Ensure effective general business administration • Respond and defend against legal claims • to undertake filming and photography at our competitions and events for live streaming, promotional, education and development purposes 	
	<ul style="list-style-type: none"> • Ensure that volunteers are receiving appropriate reimbursement of expenses 	Contract
	<ul style="list-style-type: none"> • to send you marketing communications that you have opted into 	Consent
	<ul style="list-style-type: none"> • Ensure British Triathlon is meeting its obligations under health and safety law including assessments of risk 	Legal Obligation
<i>Special category data processed</i>	<i>Purposes for processing</i>	<i>Legal basis/condition for processing</i>
<ul style="list-style-type: none"> • Equality information – disability, ethnic group, religious belief, gender identity and sexual orientation • Health data – any special requirements you need 	<ul style="list-style-type: none"> • To monitor equality of opportunity and participation across the sport as required by Sport England through aggregated and anonymised reports 	Consent/Explicit consent
	<ul style="list-style-type: none"> • To provide reasonable adjustments where required 	Legal Obligation/Explicit Consent
	<ul style="list-style-type: none"> • For safeguarding purposes 	Legal obligation/Safeguarding

<ul style="list-style-type: none"> • Criminal offence data – DBS reports (where applicable) 	of children and individuals at risk
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Failing to provide personal data

In some cases, the provision of personal data as outlined above is a contractual requirement, and/or a statutory requirement if you wish to engage with British Triathlon in a certain way (for example, for certain voluntary positions there is a statutory requirement for us to carry out a criminal records check on you, for safeguarding purposes). In those and other cases, if you do not provide us with certain personal data, by consent or otherwise, we may not be able to work with you, or it may adversely affect the voluntary roles you can apply for.

Sharing your personal data

We may share your personal data with the following categories of third party organisations:

- Other entities within the Triathlon group, such as Welsh Triathlon, Triathlon Scotland and the Triathlon Trust in order to help them administer their membership and volunteer services
- Sport England, if your personal data is included in any images or videos taken by us at our competitions and events for promotional and journalistic purposes. We also report equality, diversity and inclusion figures to Sport England but this data is fully aggregated
- We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure & Barring Service, and UK Police and law enforcement agencies for the purposes of prevention and detection of crime

We also use carefully selected data processors who provide elements of services for us, such as the provision of IT services and marketing platforms. We have Data Processing Agreements in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us or further sub-processors who must comply with our Data Processing Agreement. They will hold your personal data securely and retain it for the period we instruct.

In general, British Triathlon does not share your personal data with third parties located outside of the UK or EEA. However, for limited processing purposes, British Triathlon does use third party service providers located in other countries in order to provide specific services for us (for example, third party systems such as Mailchimp and SurveyMonkey). Where we share your personal data with third parties located in countries that are not deemed by the UK government to have an adequate level of personal data protection, we rely on standard contractual clauses with the UK Addendum to safeguard the transfer and ensure your personal data protected.

Retaining your personal data

Your personal data will be retained in accordance with our Retention Schedule which categorises all of the information held by British Triathlon and specifies the appropriate retention period for each category of data. Those periods are based on the purpose for which the information is collected and used, taking into account legal and regulatory requirements to retain the information for a minimum period, limitation periods for taking legal action, good practice and British Triathlon's organisational purposes.

Typically, we hold data about our volunteers for 3 years after the last event you volunteer at.

Protecting your personal data

Data security is of great importance to British Triathlon and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your collected data.

We take security measures to protect your information including:

- Limiting access to our buildings to those that we believe are entitled to be there by use of passes and monitoring our offices with CCTV;
- Implementing access controls to our information technology. Any access to your personal data at British Triathlon is restricted to those individuals that have a need to know in order to fulfil their job responsibilities;
- Utilising technical measures such as firewalls, anti-virus software, and encryption to safeguard the data we hold; and
- Implementing organisational measures such as regular staff training and awareness exercises, internal information security policies, and data handling procedures to ensure our staff are aware of how to process personal data securely and responsibly.

Your rights

Under data protection legislation, you have the right to:

- ask for access to your personal data via a 'subject access request';
- ask for personal data we hold about you to be corrected;
- ask for your personal information to be deleted. This enables you to ask us to delete or remove your personal data where there is no good reason for us continuing to process it;
- object to the processing of your personal data where we are relying on a legitimate interest, and there is something about your particular situation which makes you want to object to processing it;
- ask for the processing of your personal data to be restricted. This enables you to ask us to suspend the processing of personal data about you;
- ask for your personal data to be transferred to another company; and
- Where we rely on consent to process your personal data, you also have the right to withdraw your consent at any time.

You can exercise any of the following rights by contacting us using the contact information outlined in the **Contact Us** section.

If you are a British Triathlon member, you can also update your information yourself, including your marketing preferences, within your **My Account**.

Please note that not all of the above rights are absolute and British Triathlon will assess each request on a case by case basis to ensure that we respond in line with our obligations under data protection legislation.

Complaints or queries

British Triathlon tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. Please contact us using the contact details provided further down this page.

You also have the right to lodge a complaint with a supervisory authority, which, in this instance, is the Information Commissioner's Office (ICO). If you want to make a complaint about the way we have processed your personal information, you should do so on the ICO website: <https://www.ico.org.uk/concerns>.

Contact us

If you have any questions about how we process personal data or this Privacy Notice, would like to exercise your data protection rights, or submit a complaint about how we have handled your personal data, you can contact our Data Protection Officer using the details below:

Data Protection
British Triathlon
PO Box 25
Loughborough
LE11 3WX

dataprotection@britishtriathlon.org

To contact the Volunteering Team, you can contact us in writing to us via our registered office or by emailing volunteering@britishtriathlon.org. If you would like to speak to us please call us on 01509 226161 or write to: Volunteering British Triathlon, PO Box 25, Loughborough LE11 3WX

Changes to this website

We keep this policy under regular review. We may change this Privacy Notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices.

Last updated 31/01/2024.