

Triathlon Scotland

Privacy Guide - for Child Members & Volunteers

May 2018



What we need

Triathlon Scotland is the national governing body for triathlon (swim-bike-run), duathlon (run-bike-run) and aquathlon (swim-run). What this means is that we manage the sport of triathlon in Scotland with the help of our members. We are recognised by our Federation, British Triathlon.

Triathlon Scotland will be a “controller” of the personal information that you provide to us. We decide what we do with this information and we let you know in this document what information we collect and what we do with it.

When your parent or guardian buys a membership for you with Triathlon Scotland or when your membership is renewed through British Triathlon, we will ask you for the following personal information:

- contact details - name, address, email address, date of birth and telephone number;
- participation details - club name;
- equality information - disability, ethnic group, religious belief and sexual orientation; and
- payment details - bank account number, sort code, bank name if setting up a direct debit or card type, card number, expiry date and CVC number if paying by credit/debit card.

When you volunteer with Triathlon Scotland, we may ask you for the following personal information:

- contact details - name, address, email address, phone numbers and emergency contact information;
- equality information - gender identity, disability, ethnic group, caring responsibilities, sexual orientation, religion, date of birth or age range (depending on volunteering position), reason for completing form; and
- misc - Triathlon Scotland membership number, dietary requirements, volunteer experience, club.

Don't worry if you don't know the answers to the equality information or you don't want to tell us. There's an option there to say you would prefer not to answer!

Why we need your personal information - contractual purposes

This section tells you the data we need to collect that keeps us on the right side of the law.

As you are a member of Triathlon Scotland, we need to collect your personal information so that we can manage your membership. We will use our members' personal information to:

- give you insurance, a licence to race and send you a membership pack in the post (these are core membership services which means we need to do these to give you your membership);
- set up your online membership account and make any changes to your information stored there; and
- send you membership communications by email in relation to essential membership services, including but not limited to, general meeting notices, emails to tell you your membership is about to run out, emails to tell you your membership has now run out, direct debit notifications for your parents/guardians and membership cost information.

If you do not provide us with all of the personal information that we need to collect then we may not be able to offer the above membership services and benefits.

Why we need your personal information - legitimate purposes

This section tells you the data we need to collect as we believe we need this information to run Triathlon Scotland as best as we can.

Members' personal data:

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage people to take part in triathlon by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development reasons;
- let people complete in triathlon by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in triathlon by keeping records of when members' took part in events and inviting our members to participate in surveys for research and to help us develop the sport;
- enter members into the rankings series and calculate series points using results data for the individual and club rankings;
- invite our members as award winners or guests to our annual awards, which includes asking our clubs to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to triathlon. Further information with regards to this can be found in our [Complaints Policy](#) or [Disciplinary Rules for the Sport](#). We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action.

Volunteers' personal data:

If you wish to volunteer with us, we will use your personal data to:

- help make triathlon a successful sport by communicating with you events you can volunteer at;
- let you know where you should be to help at events and what you will be doing;
- invite you to participate in surveys for research and help develop our volunteer processes; and
- respond to and communicate with volunteers regarding your questions, comments, support needs or complaints, concerns or allegations in relation to triathlon. Further information with regards to this can be found in our [Complaints Policy](#) or [Disciplinary Rules for the Sport](#). We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action.

Your rights

If you don't want your data to be used for the legitimate interests that are shown above, you have the right to ask us not to use your data in this way. Please ask your parent/guardian to email us on admin@triathlonscotland.org. If we agree to stop using your data we may not be able to do all the tasks that benefit you as a member or volunteer.

Why we need your personal information - legal obligations

We have to do certain things with your data so that we stay on the right side of the law.

According to the law:

- the Companies Act 2006 asks us to keep a register of our members, which includes your name, address, the date you first took out a membership and the date on which you stopped being our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are safe to work regularly with children and vulnerable adults;
- we need to tell sportscotland, who sets us some rules and regulations, the achievements, profile and number of our members, coaches, technical officials and athletes; and
- the Equality Act 2010, which requires us to use personal information to make any changes that are needed to make sure we are including everyone.

Why we need your personal information - equality monitoring requirements

Equality information is needed to make sure we give everyone the same rights and opportunities. We use our members, coaches, technical officials and volunteers' personal information relating to your disability (if any), ethnic group, religious belief, gender identity and sexual orientation to make sure we see if there is anything missing that would stop everyone from having same rights and opportunities.

We use this information ourselves and we also send it to sportscotland who ask it as part of their rules and regulations. We will use the personal information to create reports, but these reports will not show your name or any information that would allow you to be identified.

Why we need your personal information - marketing

If you would like to hear about triathlon by email, then your parent/guardian can choose this option when buying your membership. If you are already a member your options can be found by logging into your account www.britishtriathlon.org/my-account/login.

If you wish to sign up to our newsletter from our website then we will send you an email to make sure that this is what you want. Once you have clicked the button in the email, we will be able to send you the newsletter.

You may change your mind at any time or ask that we stop sending you email communications by asking your parent/guardian to email us at admin@triathlonscotland.org or by logging into your account at www.britishtriathlon.org/my-account/login.

Triathlon Scotland uses Mailchimp to help us send emails to our members. Mailchimp has signed up to "Privacy Shield" - an agreement between the US and EU Commission relating to the protection of personal data - and means that they are working within the law in Europe to keep your data safe.

Other uses of your personal information

We may ask you if we can use your personal information for additional purposes. For example, when you sign up to a squad trial day or a performance squad. Where we do so, we will give you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with sportscotland, Team Scotland, Commonwealth Games Scotland, and British Triathlon for promotional and/or journalistic purposes.

We may be required by law to share personal information with statutory or regulatory authorities and organisations. Such organisations include the Health & Safety Executive, Volunteer Scotland Disclosure Services, and Police Scotland for the purposes of keeping children safe.

We may also share personal information with our professional and legal advisors to allow them to give us advice.

Triathlon Scotland works with British Triathlon to run our membership database where we keep all our members details. British Triathlon and Triathlon Scotland are joint controllers of the data.

In the event that we do share personal information with external third parties (other organisations), we will only share the personal information that is needed for a specific reason and take reasonable steps to make sure that those third party companies shall only use the personal information for those specific reasons.

Athletes' / Participants' personal data

We put the results of competitions on our website. This includes competitors' name, Triathlon Scotland membership number, age category and result.

Doping is when athletes take drugs or something else to make them faster or stronger. At Triathlon Scotland we believe that no athletes should do this. To help stop athletes from doping, we may also have to share personal information relating to athletes' health, at a sporting event, within our sport generally, or to provide information about doping, or suspected doping, to UK Anti-Doping or another body with responsibility for stopping doping in our sport.

How we protect your personal information

Triathlon Scotland uses Dropbox, Google and the British Triathlon data management systems which are used by our staff and volunteers for the purposes that are in this privacy notice. Dropbox and Google have both signed up to "Privacy Shield" - an agreement between the US and EU Commission which helps protect your personal data.

We need to send your personal information out with the EU to allow us to enter you into competitions and book travel arrangements and accommodation for training camps. Where your personal information is sent out with the EU, we will provide you with information regarding the safeguards that we have put in place with the country who will receive the data to protect your personal information.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Triathlon Scotland and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a legal claim against Triathlon Scotland.

Your rights

Your rights are listed below and you can write to us at admin@triathlonscotland.org or by logging on to your account at www.britishtriathlon.org/my-account/login to ask for information to be changed or deleted.

Your rights for your personal information are:

- you can ask to see the personal information we hold on you, by making a “subject access request”;
- if you believe that any of your personal information is not right or if there is something missing, you can ask that we correct or complete your information;
- you can ask that we restrict using your personal information for specific purposes; and
- you can ask to have your personal information deleted.

Any requests received by Triathlon Scotland will be considered under data protection legislation. If you are still unhappy, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk



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