



Triathlon Scotland

Privacy Notice - Members &
Volunteers

May 2018

What we need

Based at Scotland's University for Sporting Excellence, The University of Stirling, Triathlon Scotland is the national governing body for triathlon (swim-bike-run), duathlon (run-bike-run) and aquathlon (swim-run), recognised by our Federation, British Triathlon.

Triathlon Scotland will be a "controller" of the personal information that you provide to us.

When you register as a member of Triathlon Scotland or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18) 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, emergency contact information;

- qualifications (Technical and Moto Officials only) - TO qualification, first aid, other relevant qualifications;
- Moto Officials - bike registration, type of bike, motorcycle experience, DVLA code;
- 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.

Why we need your personal information - contractual purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including insurance, licencing, PVG checks if applicable and a membership pack by post;
- set up your online membership account and administer your account; and
- send you membership communications by email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, expiry notifications, direct debit notifications and

membership fees' information.

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

Why we need your personal information - legitimate purposes

Members' personal data:

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

- promote and encourage participation 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 purposes;
- provide competition 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 monitoring members' engagement and participation through attendance and inviting our members to participate in surveys for research and development purposes;

- enter members into the rankings series and calculate series points using results data for the individual and club rankings;
- promote and encourage participation in triathlon with news articles about our members;
- invite our members as award winners or guests to our annual awards, which includes asking our clubs & members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; 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.

Participants / Athletes' personal data:

When you book a place with us for and attend a coaching course, competition, event, training course, training day, conference or gathering, we need to collect your personal information so that we can honour your booking and to enable you to participate in any of the events listed above.

Volunteers' personal data:

We will use our volunteer's personal data to:

- 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; 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.

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your

PVG certificate number, PVG membership number, date of issue, any relevant information in relation to your membership of the PVG Scheme and self-declaration information including referee name and contact information.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Your rights

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on admin@triathlonscotland.org. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member or volunteer.

Why we need your personal information - legal obligations

We are under a legal obligation to process certain personal information relating to our members, coaches, technical officials, volunteers, participants and athletes for the purposes of complying with our obligations under:

- the Companies Act 2006 to maintain a register of our members, which includes

- our members' name, address, the date they were admitted to membership and the date on which they ceased to be 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 able to undertake regulated work with children and vulnerable adults;
 - our sportscotland regulatory requirements to report on size, achievements and profile of our members, coaches, technical officials and athletes; and
 - the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Why we need your personal information - equality monitoring requirements

We are required to use our members, coaches, technical officials and volunteers' personal information relating to your disability, ethnic group, religious belief, gender identity and sexual orientation for equality monitoring purposes as required by sportscotland.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same

categories to promote or maintain equality within our sport.

Why we need your personal information - marketing

Where you are happy for us to do so, we would like to contact you via email with information about triathlon, our latest news and upcoming events, competitions and courses. Options for opting in to these communications can be found by logging into your account at www.britishtriathlon.org/my-account/login.

Once you submit your preference from our website, www.triathlonscotland.org/, to receive our newsletter, we will send you an email to confirm this. Please note we will not email you with any information until you have confirmed your preferences by responding to our email.

You may change your preference at any time or request that we stop sending you email communications by contacting us at admin@triathlonscotland.org or logging into your account at www.britishtriathlon.org/my-account/login.

Triathlon Scotland uses Mailchimp as a third-party service provider. Mailchimp has signed up to "Privacy Shield" - an agreement between the US and EU Commission relating to the protection of personal data.

Other uses of your personal information

We may ask you if we can process 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 provide 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 to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Volunteer Scotland Disclosure Services, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Triathlon Scotland works with British Triathlon to administer our membership database, coaching hub and officials' management system. British

Triathlon and Triathlon Scotland are dual controllers of the data held.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Athletes' / Participants' personal data

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

We may also be required to share personal information relating to athletes' health in order to undertake activities to eliminate doping, 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 eliminating doping in our sport.

How we protect your personal information

Triathlon Scotland uses Dropbox, Google and the British Triathlon data management systems which are accessed by our staff and volunteers for the purposes set out above. Dropbox and Google have both signed up to "Privacy Shield" - an agreement between the US and EU Commission

relating to the protection of personal data.

We are required to transfer your personal information out with the EU for the purposes of entering athletes into competitions, booking travel arrangements and accommodation for training camps. Where your personal information is transferred out with the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country 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 claim against Triathlon Scotland.

Your rights

You can exercise any of the following rights by writing to us at admin@triathlonscotland.org or by logging on to your account at www.britishtriathlon.org/my-account/login

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

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



TRIATHLON
SCOTLAND

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