



Knutsford Triathlon Club

Data Protection Policy

This policy explains when and why Knutsford Triathlon Club (KTC) collect personal information about our members and how we use it, keep it secure and what are members' rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at KTC. Normally this will be through some level of membership but could also include participation in an event.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our KTC Policy page regularly for any amendments. We will not share your data with any third parties without your prior informed consent.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>)

Responsible person

For the purpose of the GDPR, the KTC Club Secretary / KTC Membership Officer / KTC Marketing Officer and KTC Chair will be the "controllers" of all personal data we hold about KTC members.

The above roles are responsible for ensuring that KTC complies with the General Data Protection Regulation (GDPR) applied from Data Protection Act 2018, We will review personal data annually, as part of the AGM, to establish whether we are still entitled to process it or not.

Members rights

You have rights under GDPR:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Further details on the individuals' rights can be found at the website for the Information Commissioner (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>)

Please address any questions, comments and requests regarding KTC data processing practices to the KTC Club Secretary / KTC Membership Officer / KTC Marketing Officer / KTC Chair via info@knutsfordtriclub.co.uk

Specific use and sharing of personal information

Your personal data will only be used for the purposes of membership management and club development:

- Membership contact information (name, date of birth, email, home address, emergency contact details)
- Specific categories of data including characteristic information such as gender, age, relevant medical background as supplied by members.
- Competition / event / club session attendance data

KTC uses this data to:

- Enable development of KTC
- Inform members about the development of the sport and of KTC
- Enable members to affiliate to associated organisations
- Ensure sessions are suitable for all KTC members
- To ensure KTC meets the required duty of care to members

Your personal data will not be passed onto anyone outside KTC without your consent e.g.. direct debit consent to make payments via a 3rd party payment system, unless the law and KTC policies allow us to do so.

The sharing of information within KTC will be limited to committee members, club coaches and session leaders only as needed for the above purposes.

The lawful reasons for processing your data

- KTC will process this information under your membership.
- Where information of a non-sensitive nature is processed and is in the legitimate interest of KTC e.g. for administration.
- Where sensitive data is processed by means of consent and with appropriate safeguards (e.g. restricted access and distribution) and is in the legitimate interests of KTC or is in your own vital interest.
- We require the information as outlined above as KTC has a duty of care to any member taking part in activities and this data can be used to further develop activities.

Storing this data

KTC will hold your data for a period of time to meet the legitimate need i.e. during your continued membership.

KTC membership list will be checked and updated at least annually with associated distribution list and access to social media platforms aligned accordingly.

KTC emails will be purged at least annually and only retained if their purpose extends beyond 12 months.

KTC committee members will process your data electronically and hold all information within the club database. In the event hard copy data is used this will be shredded as soon as practical following its use.

In the unlikely event of a breach of security of the data we will notify members promptly and we will never sell or pass on your personal data without consent or legitimate purpose under KTC policies.

Requests to see your data

If you wish to know what personal data KTC holds, please email the KTC Secretary / KTC Membership Officer / KTC Marketing Officer or KTC Chair who will respond to the request within 15 working days.

Accuracy and retention of data

Each individual member is responsible for keeping the Membership Officer informed of changes to their data (Address, telephone number, contact details) and you are authorising KTC to hold such data.

Member data is deleted from live lists on membership expiry.

Knutsford Tri Club

Reviewed: October 2022