



TRIATHLON
SCOTLAND

Triathlon Scotland
Privacy Notice - Clubs
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 wish to affiliate your club with Triathlon Scotland we will ask you for the following personal information:

- contact details for general enquiries - name, position in club, address, phone number, email;
- committee details - name, email;
- coach details - name, email, PVG details, qualification of all coaches; and
- parent helper details - name, email, PVG details.

When you register for a Club Roadshow or President Gatherings we will ask you for the following personal information:

- contact details - name, email, emergency contact details (name, relationship, number); and
- misc. - additional needs, dietary requirements, club.

Why we need your personal information - contractual & legitimate purposes

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

- provide you with core club affiliation services, including insurance, PVG checks if applicable and a club pack by post;
- add your club details to our and British Triathlon's website;
- enter your club into our ranking series;
- monitor and develop participation in triathlon by inviting our affiliated clubs to participate in surveys for research and development purposes;
- invite affiliated clubs 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;
- send you club communications by email in relation to essential club affiliation services, including but not limited to, club development plan, club affiliation renewals, expiry notifications, and club affiliation fees' information;
- administer the club roadshow or President's gathering session, including, creating a register, and contacting you for feedback; and
- respond to and communicate with clubs

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.

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 services and benefits.

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.

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 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.

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.

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.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with club affiliation 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 club personal information for longer in order to confirm your identity, when you were an affiliated club 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



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