

Edinburgh Triathletes Privacy Policy

What we need

Edinburgh Triathletes (the Club) will be a “controller” of the personal information that you provide to us, unless otherwise stated.

When you register as a member of The Club or renew your membership we will ask you for the following personal information:

- Contact details – name, address, email address, and date of birth;
- Emergency contact details – name, relationship & contact telephone number.

Why we need your personal information

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;
- Send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits.

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-mentioned membership services and benefits.

We also process our members’ personal information to:

- Promote and encourage participation in triathlon within the Club by sending members’ communications and information for upcoming competitions and events.
- Accept and manage and promote entries for the New Years Day Triathlon and Gullane Beach Triathlon;
- Respond to and communicate with members regarding your questions, comments, support needs, complaints, concerns or allegations. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information, 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 any committee member. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Other uses of your personal information

Our races (New Years Day Triathlon and the Gullane Beach Triathlon) and training sessions may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, educational and coaching purposes;

We may ask you if we can process your personal information for additional purposes. 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

As an affiliated club of Triathlon Scotland we may be required to share members' personal information with Triathlon Scotland as a condition of affiliation. When we share this personal information with Triathlon Scotland they will become a controller of your personal information when they receive it. Triathlon Scotland's privacy notice can be accessed here:

<http://www.triathlonscotland.org/privacy-policy/>.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations may include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

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

We do not share members' personal information with any other third parties.

Coaches have access to members emergency contact names and telephone numbers, to be accessed in the event of an emergency at a club session or event.

How we protect your personal information

Your personal information is stored securely and accessible only by the membership secretary.

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 and fulfil affiliation obligations to Triathlon Scotland. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us by the end of the next membership year.

Your rights

You can exercise any of the following rights by contacting any committee member, details are listed here <http://edinburghtri.org/concrete5/index.php/about/history-2/>.

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 The Club 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.