

# AYRODYNAMIC TRIATHLON CLUB - PRIVACY NOTICE

## What we need

Ayrodynamic Triathlon Club is a Triathlon Club based in Ayrshire which is affiliated with Triathlon Scotland, Scottish Athletics and CTT Scotland.

Ayrodynamic will be a “controller” of the personal information that you provide to us through our membership website, hosted by Entry Central.

### **Option 1 – Members’ personal data:**

When you register as a member of Ayrodynamic or renew your membership (including if you are registering or renewing on behalf of a child under the age of 20, we will ask you for the following personal information:

- name, address, email address, date of birth, gender, phone number
- junior, senior
- payment including transaction fee, no bank/card details can be obtained by us
- emergency contact including phone number, relationship to you, medical conditions, allergies
- membership of Triathlon Scotland or home nation or Scottish Athletics/British/Scottish Cycling
- disclaimer for details being passed to Triathlon Scotland for marketing purposes ie name, race times, age group ect

## **Why we need your personal information – contractual purposes**

### *Members’ personal data:*

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, coach led sessions
- send you membership communications by email in relation to essential membership services, including but not limited to weekly newsletters, AGM notices, race and training notices, membership renewals, membership fees’ information etc.
- posting of club notices with race results ect on Troon notice board

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.

### *Participants’ personal data:*

When you book a place with us for and

attend a race, event or training session, we need to collect your personal information so that we can honour your booking and to enable you to participate in the race, event or training session.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

## **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 multi sports by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events 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, education and development purposes
- provide competition in multisport 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 multi sport by monitoring members’ engagement and participation

- develop and maintain our coach members' qualifications, including sending email communications to coach members to inform them of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to multi sport. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.]; and
- contact entrants regarding race information for any events we may be running

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 a committee member/club. 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](#).

#### *Volunteers' personal data:*

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 and any relevant information in relation to your membership of the PVG Scheme.

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 a committee member/club. 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, volunteers, participants, athletes, etc for the purposes of complying with our obligations under:

- the Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and hold general meetings, including 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
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

### **Other uses of your personal information**

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**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Ayrodynamic Triathlon Club social media pages and Triathlon Scotland 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, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable young adults.

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

Ayrodynamic Triathlon Club employs third party suppliers to provide services, including Entry Central, Whatsmytime, email hosting ect. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under [our instructions and protect it](#).

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 our competitions on our website. This includes competitors name, gender, age group, club and result.

### **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our volunteers for the purposes set out above.

#### *Members' personal data*

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 delete your personal information where you have not renewed your membership with us for one year.

#### *Athletes' personal data*

We keep our athletes' personal information for one year .

### **Your rights**

You can exercise any of the following rights by writing to us.

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 Ayrodynamic Triathlon 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](http://www.ico.org.uk)