



TRISudbury Data Protection Policy

Written May 2018

Date for Review: May 2019

This policy outlines how the personal data collected and stored by TRISudbury Triathlon Club conforms with the General Data Protection Regulation (GDPR) 2018.

1. Membership Data Collection

- i. Upon joining TRISudbury all members must complete a membership form. This requests the following information:
 - o Name
 - o Date of Birth
 - o Gender
 - o Address
 - o Email and telephone contact details
 - o Medical information
 - o Emergency contact and telephone number
- ii. Data collected for Junior Members requires parental consent for members aged 7-12 years. For members aged 13-16 parental and individual consent is required.
- iii. This information is stored securely electronically, via Microsoft OneNote, and as paper copies by the Membership Officer for the duration of the membership (all data is deleted 30 days after cease of membership).
- iv. Members' data will be shared with the TRISudbury Committee and TRISudbury Coaching team (see Section 2 for further details)
- v. Members' data will not be shared with any 3rd party.
- vi. Members can request a copy of their personal data at any time via the Membership Officer (membership@trisudbury.com)

2. Use of Members' data

- i. Members' data is shared with the TRISudbury Committee and TRISudbury Coaching team only
- ii. The Committee only use the submitted email address for communication with members. Email communication includes: Weekly training schedules; notification of club events and news; and details of kit orders.
- iii. Group emails sent by TRISudbury Committee members use the Blind Carbon Copy (BCC) function to ensure that personal information is not shared with all members.
- iv. In order to comply with the Club's Health and Safety Policy, the TRISudbury Coaching team require access to members' medical and emergency contact information during coached sessions
- v. Members' personal data will not be used to discriminate against an individual or group.
- vi. Photos taken by coaches during TRISudbury coached sessions must comply with TRISudbury's Photography Policy and stored in compliance with GDPR regulations.



3. Event Data Collection
 - i. Personal data for participants in the Sudbury Triathlon is collected via Entry Central (www.entrycentral.com). It is accessible only to the Triathlon Organising Committee and is securely stored on Microsoft OneNote. Personal data will be deleted 30 days after the completion of the event. Within the 30 day time period, all participants will be given the opportunity to receive promotional material in connection to the following year's event.
 - ii. Entry for GO TRI events are made via the TRISudbury website (www.trisudbury.com/events) or on arrival at the event. Personal data is only accessible to the GO TRI Organising Committee. Personal data will be deleted 30 days after the completion of the event.
 - iii. Photos taken by coaches, club members or professional photographers during a TRISudbury organised event must comply with TRISudbury's Photography Policy and stored in compliance with GDPR regulations.

4. Complaints and Removal of Personal Data
 - i. Complaints about the use of personal data must be addressed to the Jonathan Gray (TRISudbury Vice Chair – vice.chair@trisudbury.com)
 - ii. Further information regarding the complaint procedure can be found at www.ico.org.uk
 - iii. All complaints made to the club are logged and reported to the Committee at the next committee meeting.
 - iv. Members can request the removal of their personal data via the Membership Officer (membership@trisudbury.com).
 - v. Removal of personal data may prevent a member's participation in coached sessions and organised events in line with Club's Health and Safety Policy

TRISudbury