



# CLUB PRIVACY POLICY

## 1. About Us

Wallingford Triathlon Club  
24 Wigod Way  
Wallingford  
OX10 8AW  
Oxfordshire

## 1. About this policy

This Data Protection Policy sets out our commitment to protecting your Personal Data and how we implement that commitment. It tells you how we handle your Personal Data and the rights you have when we hold it and describes how we intend to comply with the General Data Protection Regulation EU 2016/679 (GDPR).

## 3. Your personal data - what is it?

Personal Data is data that relates to a living individual who can be identified from that data. Your email address, telephone number and date of birth are examples of Personal Data. GDPR also defines a special category of Personal Data as Sensitive Personal Data. Sensitive Personal Data includes health-related data. GDPR tells us how we must process your Personal Data and Sensitive Personal Data.

## 4. How do we process your Personal Data?

We comply with our obligations under GDPR in the following ways:

- by protecting Data from loss and misuse and from unauthorised access and disclosure
- by keeping Data up to date - this relies on you telling us when something changes
- by deleting Data when we no longer have a reason to store it
- by not collecting or retaining Data which we do not need for Club administrative purposes.

## 5. What do we use your Personal Data and Sensitive Personal Data for?

5.1 We collect and hold your Personal Data to:

- Manage your membership information and process payments for WTC membership
- Inform you of events, activities, training sessions or triathlon-related services or races which we think you may be interested in hearing about
- Enable us to provide the contact details of members attending our training sessions or events
- Contact you by email, phone or mail in relation to your membership

5.2 We collect and hold your Sensitive Personal Data to:



- Inform coaches of any medical conditions that might impact your ability to train or that could be relevant if you had an accident or were taken ill at a Club training session
- We also hold the personal details of the person that you have advised should be contacted if you are injured or unwell during a Club training session, group bike ride or event and unable to contact someone yourself

## **6. What is the legal basis for us processing your Personal Data and Sensitive Personal Data?**

When you joined WTC you were asked to consent to the Club collecting and using your Personal Data for the purposes given above. New members will be asked to consent to the collection and use of their Personal and Sensitive Personal Data as described in this policy. You can view this policy on our website at any time, or request a copy in writing by contacting [chairman@wallingfordtri.com](mailto:chairman@wallingfordtri.com). You always have the right to refuse to give us any information, particularly sensitive information.

## **7. Where do we store your personal data?**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## **8. How long do we keep your Personal Data and Sensitive Personal Data?**

We keep your Personal Data and Sensitive Personal Data for as long as you are a member of the Wallingford Triathlon Club. After you leave, we will delete your information as of the date of leaving. If you do not renew your annual membership and we have not heard from you in the 3 months after renewal was due, we will assume that you have left the Club and will delete your information.

## **9. Your rights and your Personal Data and Sensitive Personal Data**

- The right to request a copy of the Data which we hold about you, without any charge
- The right to request that we correct any Data found to be inaccurate or out of date
- The right to request that your Data is erased where it is no longer necessary for us to keep it
- The right to withdraw your consent to the processing we carry out, at any time
- The right, where there is a dispute in relation to the accuracy or processing of your Data, to ask us to restrict further processing
- The right to object to the processing of Personal Data
- The right to lodge a complaint with the Information Commissioner's Office (ICO) and to seek legal recourse.

## **10. Contact details**



If you have a problem, complaint or, if there is something you don't understand, please contact us first using the following:

Wallingford Triathlon Club  
24 Wigod Way, Wallingford  
OX108AW  
Oxfordshire

Email: [chairman@wallingfordtri.com](mailto:chairman@wallingfordtri.com)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or by writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire SK9 5AF