



## Privacy Statement

### About this statement

This statement explains when and why we collect personal information about our members, coaches and volunteers, how we use it and how we keep it secure and their rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Statement, and as described when we collect data from you.

We reserve the right to amend this Data Privacy Statement but will notify you if this is the case.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about our members.

### About us

Wakefield Junior Triathlon Club (WJTC) is a triathlon club for children aged 6 and 16 based in Wakefield. The club is affiliated to Triathlon England, which is a member of British Triathlon. WJTC is the data controller under data protection legislation. A list of key committee and coach contacts can be found on our website:

[www.wakefieldjuniortri.co.uk](http://www.wakefieldjuniortri.co.uk)

### What data we collect

In becoming a member of WJTC, WJTC will collect certain information about you which will include your name, date of birth, gender, email address, address and telephone number. We will also collect information regarding your health and any medication you need, plus the full name and telephone number of a contact nominated by you or your parent/guardian, to be used in the event of an emergency.

### Why we collect it

We will collect and process your data for the purposes of registering you as a member of WJTC and administering your involvement in the club. We explain it a little more in the next table.

What data we collect and why:

Type of Information	Purpose	Legal basis for processing
Member's full name, address, and telephone number	To ensure your membership with us runs smoothly and so we can provide as good a membership experience as possible for you	Fulfilling the Clubs Contract with the member  For the purposes of our legitimate interests in operating the club.
Date of birth	Managing membership categories which are age related e.g. transitioners  Organisation for Club races	Fulfilling the Clubs Contract with the member
Contact details parent's/ guardian's name, address, telephone numbers, email address.	Contacting next of kin in the event of an emergency  Communication of upcoming events, weekly training, kit requests etc.	Protecting the member's vital interest  For the purposes of our legitimate interests in operating the club.
Health details (allergies, medication etc.)	Making coaches aware for the purpose of training and Club races / events	Protecting the member's vital interest
Gender	Provision of adequate facilities for members	For the purposes of our legitimate interests in operating the club by making sure that we can provide sufficient and suitable training facilities (changing rooms and toilets for each gender)
Member's name, gender, age group (TS1, TS2 etc) and race results	Managing race entries and race results  Sharing race results in the members' newsletter,	For the purposes of our legitimate interests in operating the club.

	Facebook group and the club website	
Photos of members	Sharing race results, event news, including photos, on the club's website, social media pages and local media	For the purposes of our legitimate interests in operating the club. Consent will be sought from Members upon their application to join the Club or annual renewals. Members may withdraw their consent at any time by contacting the Club.
Coach's/Volunteer's name, email address, phone number and relevant qualifications, references and checks. We may also collect your bank details in order to refund you for any expenses you incur as a volunteer	Managing recruitment in line with our club safeguarding policy and managing coaching/volunteer cover for training sessions and events	For the purposes of our legitimate interests in operating the club by ensuring we can contact those offering coaching and provide details of coaches on our website.

### How will we protect your personal data?

We will not transfer your personal data outside of this club without your consent. However, we may share your data with third-party data managers that we appoint as data processors, as part of administering your involvement in the club. An example of one of our third-party data managers is membermojo.co.uk who safely store our membership data.

We have implemented recognised standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please note however that where you are transmitting information to us over the internet, this can never be guaranteed to be 100% secure.

For any payments, which we take from you, online e.g. club events, we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data, which might expose you to serious risk.

### How long will we keep your personal data?

We will hold your personal data on our system for as long as you are a member of the Club and for as long afterwards as is necessary to comply with any legal obligation but most of the time, we keep your details for no more than 6 months after your membership ceases. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to comply with future legal obligation. We will securely destroy all personal data once we have used it and no longer need it.

## What are your rights?

You have the following rights under data protection legislation:

1. to access your personal data;
2. to be provided with a copy of all the information we hold about you and an explanation as to how we process/use that information;
3. to correct your personal data if they are not correct or out of date such as your contact details for example;
4. to delete all of the details we hold about you (unless we have a good reason not to!);
5. to object or restrict how your personal data is processed/used;
6. to claim compensation for damages caused by a breach of data protection legislation

## Complaints

If you have any concerns or complaints in relation to how WJTC collects and/or processes your personal data, you should contact WJTC's Data Protection Officer, Sam Brook at [wjtcmembership@gmail.com](mailto:wjtcmembership@gmail.com) in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by WJTC, you have the right to report your concern/complaint to the Information Commissioners Office:

<https://ico.org.uk/concerns>

Helpline: 0303 123 1113

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

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