

## **Leeds WTS Junior Volunteer Privacy Policy**

We at the British Triathlon Federation want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our junior volunteers, how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, a data controller. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “Data Protection Officer” to make sure that we are being very careful with your information. We don’t have a nominated Data Protection Officer but you can contact us on [dataprotection@britishtriathlon.org](mailto:dataprotection@britishtriathlon.org) if you need to.

### **WHAT INFORMATION WILL BRITISH TRIATHLON COLLECT ABOUT YOU AS A VOLUNTEER?**

- your name, address and contact details, including email address and telephone number;
- the details of your volunteering agreement including start date;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- an assessment of your suitability for the activity you are volunteering to do;
- details of your bank/building society account for the reimbursement of expenses (if applicable)
- information about your next of kin and emergency contacts – You hereby confirm that you have received authorisation from your next of kin and emergency contacts to provide their data.
- information about your criminal record;
- details of any safeguarding incidents in which you have been involved;
- details of your availability for volunteering and attendance;
- information regarding special requirements, health or medical conditions;
- information regarding any training you receive;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief;
- Your marketing preferences in regards to volunteer newsletters, and marketing e-mails about campaigns and fundraising events from British Triathlon; and
- Photo consent information.

British Triathlon may collect this information in a variety of ways. For example, data might be collected through volunteer application forms, from forms completed by you at the start or during volunteering (such as contact detail forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, British Triathlon may collect personal data about you from third parties, such as references from previous employers or organisations who have engaged you as a volunteer

### **HOW WE USE YOUR INFORMATION**

Your personal data will be processed to enable British Triathlon to enter into a volunteer agreement with you.

<b>What do we use your information for?</b>	<b>What type of information do we use?</b>	<b>What reason do we have to use it (this is the boring legal bit...)</b>
Help make triathlon a successful sport by communicating with you opportunities to volunteer.	All contact details and any chats we have had.	It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from.
Distribute and manage volunteers at events.	Contact details and any chats we have had.	We need all this information so you have all pre-event information.
Invite you to participate in surveys for research and development purposes	Details of the events you have volunteered at.	It is in our interests to make sure that our surveys are targeted and relevant for you.
Respond to and communicate with volunteers regarding your questions, comments, support needs or complaints, concerns or allegations in relation to triathlon.	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.
Maintain accurate and up-to-date volunteer records and contact details (including details of who to contact in the event of an emergency).	All of your personal details	It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to.
Ensure it meets its obligations under health and safety law including assessments of risk.	Details of the events and competitions you have volunteered at.	It is in our interests to make sure we provide you and others like you with a safe and fair place to volunteer.

		Sometimes we may have to keep your details because the law tells us we have to.
Monitor and report to Sport England.	All of your personal details	This data helps us with funding bids to help us continue to develop volunteering opportunities.

Where British Triathlon processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations

In some circumstances however, we may ask for your consent to allow us to process certain particularly sensitive data. In these circumstances we will provide you with sufficient information about how your data will be used for you to make a choice about whether to provide your consent. You will have full control over your decision to give or withhold consent, and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time, with no consequences.

#### **HOW WE KEEP YOUR PERSONAL DATA SAFE**

We take every care to ensure that your personal data is kept secure. The security measures we take include:

- ensuring that our staff receive regular data security awareness training.
- keeping paper records to a minimum.
- maintaining up to date firewalls and anti-virus software to minimise the risk of unauthorised access to our systems.
- having adopted our policy on the use of mobile devices and out-of-office working, and
- password protection where appropriate and available and encryption of data held on computer hard-drives and other fixed storage devices. Please remember that you are responsible for keeping your own passwords secure and confidential. Please do not to share your passwords with anyone.

Unfortunately, sending 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 personal data in transit via the web; therefore you agree to send us personal data at your own risk. Once we have received your personal data, we will use strict procedures and security features (some of which are described above) to try to prevent unauthorised access to it, or inappropriate use

## **WHOM DOES BRITISH TRIATHLON SHARE YOUR PERSONAL INFORMATION WITH?**

We will share your personal information with our selected volunteer management team at British Triathlon.

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, the Emergency Services, the Safeguarding Board and UK Police and law enforcement agencies for the purposes of safeguarding children, managing major incidents/accidents and your welfare.

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

If 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.

## **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

British Triathlon will keep all data for 3 years.

## **EVENT PHOTOGRAPHY AND USE OF IMAGES**

Please note that the Events take place in public spaces and on the highways, images from the Events (including your image) may be collected during Events by media agencies and members of the public that the BTF does not control and has not authorised. Therefore, the collection of images by these third parties is outside our control and you must speak to those agencies directly if you have concerns. We will authorise the taking of photographs, moving images, and the filming of the Events for different purposes connected to the Events e.g. sale of event images to competitors, use on marketing, website, social media etc, and for the broadcasting and live streaming of the Events on the BBC and via our agreement with ITU, the ITU official website and streaming service, and national broadcasters outside the UK that have agreements with the ITU to show ITU series events. We cannot stop images of specific individuals being captured during the Event by the official channels, but we will endeavour to control the use of these images if you object to your image being used in any way that causes you loss or damage or otherwise infringes your rights.

You may notify us if you subsequently see an image of yourself that you consider causes you loss or damage or otherwise infringes your rights asking that it or they be removed. The BTF will, on a case by case basis, use its reasonable efforts to comply with your request, but note that individuals must be identifiable to the BTF and that we are not obliged to remove images of an individual where he or she is not the main or a dominant feature of the image e.g. spotting your own face in an image of a mass swim start would not entitle you to deletion.

## **YOUR RIGHTS TO KNOW WHAT PERSONAL DATA WE HOLD AND HOW TO CONTROL HOW WE USE IT**

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”. You can exercise this right (or any of the other rights described below) by sending us a written request at any time. Please mark your letter “Data Subject Request” and send it to us at our registered office or by email to [dataprotection@britishtriathlon.org](mailto:dataprotection@britishtriathlon.org);
- 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 British Triathlon will be considered under applicable data protection legislation.
- require that we provide you, or anyone that you nominate, with a copy of personal data you have given us in a structured electronic form such as a CSV file (spread-sheet or other common file format).

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all. **DON'T FORGET** though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time. More information about these rights can be found online here <https://ico.org.uk/for-the-public/> If you have any questions or are unhappy about something, please contact us at [dataprotection@britishtriathlon.org](mailto:dataprotection@britishtriathlon.org)

#### **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated.

Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

This privacy notice was last updated 28 November 2018.

#### **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of our team at [dataprotection@britishtriathlon.org](mailto:dataprotection@britishtriathlon.org) or write to:

Data Protection  
British Triathlon  
PO Box 25  
Loughborough  
LE11 3WX

[Appendices](#)

Appendix A – British Triathlon Customer Charter and Complaints Policy

<https://www.britishtriathlon.org/britain/documents/about/policy-documents/general-policies/frg027---customer-charter-complaints-policy.pdf>