



# **Privacy Notice – Membership**

## **About Us**

Moray Firth Triathlon Club is a sports club and is affiliated to Triathlon Scotland, the National Governing Body for triathlon in Scotland. The club will be a “controller” of the personal information that you provide to us.

## **How do we Collect Members Personal Information?**

Members join Moray Firth Triathlon Club on an annual basis using online company EntryCentral.

A confirmation email from EntryCentral is sent to the member with copies also going to the club Treasurer, Secretary and Coaching Team representative.

## **What Information do we Collect?**

The following information is collected from members during the joining process on EntryCentral :

Forename; Surname; Gender; Date of Birth; Address; Email address; Phone Number; Mobile Phone Number; Triathlon Scotland Membership Number (if applicable); Any skills that could be useful to the club; Membership Category; Emergency Contact Name; Emergency Contact Number.

**When members undergo the joining process on EntryCentral they are agreeing to the EntryCentral Terms and Conditions and to their Privacy Policy.**

The club Secretary updates a Club Membership List, in Excel format, by downloading from EntryCentral, as required. This information is shared with members of the Management Committee and the club Coaching Team as required.

Our club Coaches, Event Organiser and Welfare Officer are all club members and carry out their duties on a voluntary basis. They all hold a current PVG certificate and confirmation of this is sent by Triathlon Scotland to the club Welfare Officer .

## **Where is the Information Held?**

Confirmation emails and the downloaded membership list from EntryCentral are held on the personal computers and/or pen drives of the Management Committee members. Access to this information is password protected at the Login and/or file level.

Emergency Contact lists are held on the personal computers of the club Coaches. Access to this information is password protected at the Login and/or file level. An up to date paper copy is also held in a locked club container at Lossiemouth swimming pool. Old copies are destroyed.

Email confirmation of club PVG holders is sent by Triathlon Scotland to the club Welfare Officer. This is held on the personal computer of the Welfare Officer and is password protected.

### **Why do we Need your Personal Information?**

We need to collect our members' personal information so that we can manage your membership.

We will communicate with you via email in relation to essential membership services such as dates for General Meetings, changes to membership fees and membership renewals.

Will also communicate general club and sport information such as upcoming events and training courses.

We may also contact to seek your feedback on various aspects of the club.

Emergency Contact information will only be used in the event of an emergency at club training sessions.

### **How Long is the Information Kept?**

The information is kept for no more than 3 years after your membership expiry date.

### **Who do we Share the Information With?**

The information is not shared with any 3<sup>rd</sup> parties outwith the club.

### **Your Rights?**

You can exercise any of the following rights by emailing us at **secretary@morayfirthtriathlon.co.uk**

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.

You have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

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