



Privacy Notice – Events

How do we Collect Personal Information for Club Events

Competitors enter Moray Firth Triathlon Club events using online company EntryCentral. A confirmation email from Entry Central is sent to the member with copies also going to the club Event Organiser(s).

What Information do we Collect?

The following information is collected from participants during the entry process on EntryCentral :

Forename; Surname; Gender; Date of Birth; Address; Email address; Phone Number; Mobile Phone Number; Triathlon Scotland Membership Number (if applicable); Club Name (if applicable); Emergency Contact Name; Emergency Contact Phone Number; Team Name (if applicable); Team Members and their Emergency Contact Names and Numbers (if applicable); Estimated Swim Time; Whether consent is given to allow Triathlon Scotland to send marketing information.

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

Once entry to an event is closed, the club Event Organiser (Entries) downloads an entries file, in Excel format, from EntryCentral. This file includes all the above information and also the Entry Fee paid.

Where is the Information Held?

The downloaded entry list from EntryCentral is held on the personal computer and/or pen drive of the club Event Organiser (Entries). Access to this information is password protected at the Login and/or file level.

What is the Information Used for?

The club uses the entry information to communicate with event participants on matters regarding the event (and future events). It is also used to group competitors into Heats, Swim Lanes and Swim Waves using submitted estimated swim times.

How Long is the Information Kept?

The information is kept for no more than 3 years after the event.

Who do we Share the Information with?

The following information is sent to a 3rd Party company – Results Base - to allow electronic timing of the event :

Race Number; Name; Gender; DOB; Club; Estimated Swim Time; Heat; Lane; Wave; Team Name (if applicable); Race; Race Category.

This information is used by Results Base to time the races, produce the results, and to publish the results on their website. They do not use the information for marketing purposes and do not share the information with any other parties.

The following information is sent to the sport's governing body – Triathlon Scotland :

Competitor names and email addresses (only for competitors that are not currently members of Triathlon Scotland). This information will be used for marketing purposes **only** if consent has been granted by ticking the checkbox on EntryCentral.

Covid-19 – we will supply names and contact details to NHS Test and Protect if requested.

Your Rights?

You can exercise any of the following rights by emailing us at **welfare@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

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