



## **Wessex Wizards Triathlon Club Privacy Policy**

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### **Introduction**

Wessex Wizards Triathlon Club ("the Club", "we", "us", or "our") is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, store and protect personal information about our members, prospective members, volunteers, coaches, event participants and visitors to our website or online services.

The Club acts as a Data Controller for the personal data we collect and process. We are committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation.

If you have any questions about this Privacy Policy or how we use your personal data, please contact:

Club Secretary

Email: [wessexwizardsuk@gmail.com](mailto:wessexwizardsuk@gmail.com)

Post: Wessex Wizards Triathlon Club, c/o Oxley Sports Centre, Bradford Road, Sherborne, Dorset, DT9 3DA

### **1. Information We Collect**

- Name, postal address, email address and telephone number.
- Date of birth.
- Emergency contact details.
- British Triathlon membership number (where applicable).
- Gender (optional).
- Membership status and participation records.
- Photographs and videos taken at club activities.

### **Health and Medical Information**

Where relevant and voluntarily provided, we may collect medical conditions, allergies, emergency medical information and information relating to safe participation in club activities.

## **Payments**

When membership fees or event fees are paid through third-party payment providers, we do not store card payment details. Payments are processed by secure third-party providers such as Stripe, GoCardless or others used by the Club.

## **Website and Technical Information**

When you use our website or online services, we may collect:

- IP addresses;
- Browser type;
- Device information;
- Website usage information;
- Cookie data.

## **2. How We Collect Information**

We may collect information:

### **Directly from You**

When you:

- Apply for membership;
- Renew membership;
- Register for events or training sessions;
- Contact the Club;
- Subscribe to newsletters or communications.

### **From Third Parties**

We may receive information from:

- British Triathlon;
- Event organisers;
- Coaches;
- Affiliated sports organisations;
- Membership management platforms used by the Club.

### **3. How We Use Your Information**

We use your information to:

- Manage training sessions and events;
- Administer club membership;
- Communicate with members;
- Maintain membership records;
- Process membership fees and event payments;
- Provide coaching and welfare support;
- Manage volunteers and club officials;
- Promote club activities;
- Comply with legal and safeguarding obligations;
- Respond to enquiries and feedback;
- Improve our services and member experience.

### **4. Lawful Basis for Processing**

We process personal data under one or more of the following lawful bases:

#### **4.1 Performance of a Contract**

To provide club membership and related services.

#### **4.2 Legitimate Interests**

To operate and improve the Club, including:

- Managing membership;

- Organising training activities;
- Promoting participation in triathlon;
- Communicating with members;
- Ensuring the safe operation of club activities.

### **4.3 Consent**

Where required, such as:

- Marketing communications;
- Use of photographs for promotional purposes;
- Collection of certain health information.

You may withdraw consent at any time.

### **4.4 Legal Obligations**

Where required by law, including:

- Safeguarding requirements;
- Health and safety obligations;
- Insurance requirements;
- Requests from law enforcement agencies.

## **5. Special Category Data**

Some personal information, including health information, is considered "special category data" under UK GDPR.

We only collect and process such information where necessary for:

- Health and safety;
- Emergency response;
- Welfare and safeguarding;

- Supporting participation in club activities.

Access to this information is restricted to those who need it.

## **6. Sharing Your Information**

We only share personal information where necessary.

This may include:

- British Triathlon;
- Coaches and designated club officials;
- Event organisers;
- Training providers;
- Medical personnel in an emergency;
- Payment service providers;
- Insurers;
- Regulatory bodies;
- Law enforcement agencies where required by law.

We do not sell personal data to third parties.

## **7. Photographs and Videos**

The Club may take photographs and videos during training sessions, races, social events and other activities.

These may be used:

- On the Club website;
- On social media channels;
- In newsletters;
- In promotional materials.

Where required, consent will be sought before using images.

Members may request that their image is not used by contacting the Club.

## **8. Cookies**

Our website may use cookies to improve functionality and user experience.

Cookies may be used to:

- Remember preferences;
- Analyse website traffic;
- Improve website performance.

You can manage cookie settings through your browser.

## **9. Data Retention**

We will only keep personal information for as long as necessary.

Retention periods may depend on:

- Membership status;
- Legal obligations;

- Insurance requirements;
- Safeguarding requirements;
- Financial record-keeping requirements.

When information is no longer required, it will be securely deleted or anonymised.

## **10. Your Rights**

Under UK GDPR, you have the right to:

- Access your personal data;
- Correct inaccurate information;
- Request deletion of your information;
- Restrict processing;
- Object to processing;
- Withdraw consent;
- Request data portability;
- Lodge a complaint with the Information Commissioner's Office (ICO).

To exercise any of these rights, please contact the Club using the details above.

## **11. Data Security**

We take reasonable technical and organisational measures to protect personal information against:

- Unauthorised access;
- Loss;
- Alteration;



- Disclosure;
- Misuse.

Only authorised persons have access to personal information required for Club administration.

## **12. International Transfers**

Personal information is generally stored within the United Kingdom or countries offering appropriate levels of data protection.

Where third-party service providers store data outside the UK, we will ensure appropriate safeguards are in place.

## **13. Complaints**

You may contact the Club regarding any concerns. You also have the right to complain to the Information Commissioner's Office (ICO).

## **14. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time.

Wessex Wizards Triathlon Club  
Privacy Policy Version 1.0  
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