

Privacy Policy for Ocean Lake Triathlon Members and Entrants to our races

HOW WE HANDLE YOUR PERSONAL INFORMATION AND WHAT TO DO SHOULD YOU HAVE ANY CONCERNS

This policy applies to all personal data and sensitive personal data collected and processed by Ocean Lake Triathlon in the conduct of its activities.

Ocean Lake Triathlon recognises The General Data Protection Regulation (GDPR) that came into force on 25th May 2018 and is actively working towards compliance.

1 – What data do we hold?

Ocean Lake Triathlon holds a variety of personal data in either paper or digital format:

- Names and addresses
- Email addresses and phone numbers
- Gender
- Date of birth
- Medical information where you have advised us
- Emergency contact name and emergency contact telephone number
- Sporting information if provided
- Results from races attended
- Photographs from training and events
- OLT Kit purchased

2. Where do we hold it?

The data held by Ocean Lake Triathlon is stored in two formats – digital and paper. All of the digital information is stored within private computers that are not linked to public networks.

The paper documentation we hold is in folders in the study of the Race Manager and membership information with the Membership Secretary. The coaches will also have access to emergency contact information and medical conditions via an encrypted document on dropbox.

The file for each year's financial accounts includes the race results.

3. Our Web Site

Our web site does not use cookies and does not collect information from visits made to it. Any 'contact us' requests go to an email address managed by the Ocean Lake Triathlon Committee members. Any membership or race entry goes to our third party processors.

Links to other web sites apart from membership and race entry are not controlled by us and we are not responsible for the content of these websites.

4. What securities are in place protecting the documentation?

All of the PC's and laptops are password protected with full anti virus protection. The PC's themselves are not left in any public places unattended.

5. Why do we collect this data?

We collect your personal information in order to process it so we can contact you about your membership and to advise you of events and meetings that you are entitled to attend. We will also contact you about the races and related information if you have previously entered a race with us. The emergency data is required to ensure we can contact your nominated contact name in the unfortunate event of an accident or incident.

6. How do we process the data?

We use third party provider Rider HQ to process your data for membership and for race entry. In addition payment for membership or races might use Go-Cardless or Stripe. Previously we had an arrangement with IMG that ends in November 2018. We have appropriate contracts or controls in place to assess the security of our third party processing arrangements.

7. How long do we store this data for?

Membership details are held whilst you remain a member and then move to a lapsed member section on the website. Every 6 months we will ensure that email groupings are cleansed.

8. Who do we share the data with?

In the event of an entrant testing positive for Covid19 we will share personal data if it is requested by the relevant authority in order to carry out track and trace to prevent further spread of the virus.

9. How do we destroy the data?

Paper documents - Any historic files that are no longer needed are destroyed using confidential data shredding procedures.

Digital documents – The documents will be held securely for an indefinite period.

10. Your rights under data protection laws

There are various rights that all individuals have under data protection laws that may apply in certain circumstances such as the right to be informed and the right for data to be corrected. There is a right to erasure – you can request the deletion or removal of the personal data, where there is no overriding reason for us to continue processing.

We will review our Privacy Policy regularly and will place any updates on our website. If you require further information then please Jackie Hunter, Data Controller for Ocean Lake Triathlon at jackie@oceanlaketri.co.uk.

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