**Ketton Panthers Triathlon Club: Privacy Policy**

**What information do we hold on you and your child?**

We are collecting information on a lawful basis whereby consent has been given to share your child/your data for the purposes of updating on club news/training times and in case of an emergency. We limit the information we hold on you and your child to that needed by the club including personal address and telephone numbers and date of birth of your child. Paper and digital format of members’ information can be collected. Paper forms are kept at 19 Barrowden Road Ketton.

If you join the club you are automatically agreeing / accept this policy. You can withdraw consent at any time by contacting the membership secretary Justin Hattee at justin.hattee@btinternet.com

**How we use your data?**

We use this data to forward to key coaches and volunteers. For example, coaches and volunteers have access to emergency information and the swim coordinator and bike loan/tri suit coordinator are sent updated membership lists to ensure that equipment is available when you require it.

‘Race night’ results (incl. name, age, times, penalties) may be distributed to all club members.

In the event of a disciplinary or welfare incident we may forward your personal data to British Triathlon or any other relevant authorities for the purposes of supporting any investigation.

Finally, on occasion your e-mail address may be shared with other club members, as a consequence of club newsletter / updates.

**How do we store the data?**

We store the information on personal computers with password protection.

**How long do we store the data?**

This information is stored for 2 years. Paper copies of membership forms are kept for 2 years and then destroyed.

**How do we destroy the data?**

Data is destroyed by either shreading and/or burning hard copies and deleting files from relevant PC’s.

**Procedure for subject access request**

Contact Justin Hattee, Membership Secretary or Data Protection Officer Caroline Hattee at caroline.hattee@btinternet.com

**What happens if there is a data breach**?

Accidentally sending someone’s personal data to the wrong email address; a cyberattack on the computer system of the committee; losing a club file with membership forms in will be investigated by the club committee and logged on the data breach log. Individuals will be contacted if concerned.