

Personal Data Protection Policy

To enable efficient subscriptions, mailing list and information flow amongst membership the committee of the Club is to maintain a database securely online.

Using the Guidance published by the Office of the Information Commissioner we have put procedures in place to comply with the Data Protection Act. We are exempt from registration with the Information Commissioner due to the limited nature of data maintained and the purpose for which it is used.

As good practice the committee who manage this site including the full membership information follow the code of conduct in the local government Data Protection workbook. All elected committee members must follow the code of conduct.

Each individual can access their own data to check what they previously entered when joining the club. Individuals will not be able to access other people's data. Any person who wishes to see their offline personal records may request a copy from the secretary.

The data we hold includes:

- Name - Essential for your membership card to allow you to train with the club.
- Postal Address - So we can mail your membership card.
- DoB - We can only accept membership for age 18 and over, there is no upper limit.
- Gender - We wish to attract in equal proportions Male and Female adult members and offer training opportunities to suit both. A declaration of gender is not mandatory.
- Email Addresses - The weekly club email is the common communication to all members.
- Phone Numbers - To contact yourself or another contact in the event of an emergency during training or any uncoached club activities.

- Medical conditions - To allow coaches to assist your training or in the event of an emergency.
- Occupation - We are interested in what skills, knowledge and experience our members may bring to the club from their professional life.
- What is your triathlon experience - To assist the coaches in achieving your goals.
- Coaching qualifications - We are always on the lookout for potential or already qualified volunteer coaches. You do not necessarily need to have a background in multisport.

A small number of authorised data managers on the committee will have access to the information to enable them to send newsletters by email, and contact members and look at the age/gender/geographical profiles of our membership. The Membership Secretary enables the Chair, Secretary, Events/Social, Publicity Secretaries to communicate and organise the Club members and may on occasion deputise the Membership Secretary in processing the data and obtaining management information to assist the Club.

The Treasurer of the Club will deal with financial data and transactions in accordance with standard accounting procedures and may need to use membership data to reconcile to the accounts. We use EntryCentral for membership and online transactions for paying for club session, and their privacy policy is linked.

Should you have any concerns or require further information please contact membership@somsetrctri.co.uk