

# Privacy Notice for Organisers of British Triathlon Permitted Events

## What we need:

The British Triathlon Federation is the National Governing Body for Triathlon, Aquathlon, Aquabike and Duathlon. British Triathlon will be a “controller” of the personal information that you provide to us [in this form/through this website], unless otherwise stated.

## Organisers’ personal data:

When you register as an organiser of British Triathlon permitted events, we will ask you for the following personal information:

- contact details – name, address, Home Nation membership number (if applicable), email address, telephone number; and
- payment details – bank account number, sort code, card details (if online entry system is used).

We may also process information such as the IP address and user agent you are using to access the website.

## Why we need your personal information – contractual purposes:

We need to collect our organisers’ personal information so that we can permit your events. We will use our organisers’ personal information to:

- set up your account on the Event Organisers System and administer your account online;
- provide you with core event permitting services including but not limited to, the registration of your event(s), the submission of your pre-race information, the approval/issue of your permit, the allocation of your Technical Official, the processing of your invoice;
- send you permitting communications by email in relation to your event(s) including but not limited to, pre-event information due, post-event information due, invoice due, Competition Rule changes, season welcome/closure; and
- publish your event(s) with your name, telephone number and email on the British Triathlon website on the internet.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the event permitting service.

**Why we need your personal information – legitimate purposes:**

Organisers' personal data:

We also process our organisers' personal information in pursuit of our legitimate interests to:

- respond to and communicate with organisers regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport. Complaints will be dealt with in line with the British Triathlon complaints process. We will use your personal information to investigate your complaint;
- monitor and develop participation in the sport by monitoring organisers' engagement and inviting our organisers to participate in surveys for researching and development purposes; and
- help maintain the security and performance of our website.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [events@britishtriathlon.org](mailto:events@britishtriathlon.org). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as an organiser.

**Why we need your personal information – legal obligations:**

We are under a legal obligation to process certain personal information relating to our organisers for the purposes of complying with our obligations under:

- our Sport England regulatory requirements to report on the size, achievements and profile of our organisers; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

**Other uses of your personal information:**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

**Who we share your personal information with:**

As part of the event permitting service we will share your name, telephone number and email online when we publish your events on the British Triathlon website on the internet. You may choose to select different personal information to the information that you submitted when you created your account. If you do not wish for this information to be shared we can remove your listing from the British Triathlon website.

We will share your name, telephone number and email with the relevant Technical Officials to allocate a Technical Official to your event. If you do not wish for this information to be shared we can remove your listing from the Officials Management System but this will affect our ability to provide you with a Technical Official.

We will share your event details (including event name, event location and details of races, but not event website, event contact email address or event contact telephone number) with OpenActive. This will enable other organisations to promote your events on their platforms. If you do not wish this information to be shared with OpenActive you can opt-out at the point of event registration.

If your personal information is included in any images or videos taken by us at our events, courses and workshops, we may use these at British Triathlon and share with Sport England for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive and UK Police for the purposes of managing major incidents and safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

**How we protect your personal information:**

Organisers' personal data

Your personal information is stored on our electronic filing system and our servers based in the EU, and is accessed by our staff and volunteers for the purposes set out above.

Your personal data may be transferred outside of the EU when using our third party services of MailChimp and Survey Monkey to provide communications and collect information. MailChimp and Survey Monkey participate in and have certified their compliance with the EU-U.S. Privacy Shield Framework and the SwissU.S Privacy Shield Framework and so have adequate safeguards in place

to protect your data. For more information, please see MailChimp's privacy notice and Survey Monkey's privacy policy.

**How long we keep your personal information:**

We will only keep your personal information for as long as necessary to provide you with event permitting services. Unless you ask us not to, we will review and may delete your personal information where you have not used the Event Organisers System in six years.

We will keep certain personal information of organisers for longer in order to confirm your identity, when you were permitting events and for how long. We need to do this in the event of a claim against British Triathlon.

**Your rights:**

You can exercise any of the following rights by writing to us at [dataprotection@britishtriathlon.org](mailto:dataprotection@britishtriathlon.org)

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.

Any requests received by British Triathlon will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)