

### **Triathlon Trust Volunteer Privacy Policy**

We are the British Triathlon Foundation Trust ('Triathlon Trust'), the data controller, a not-for-profit company (registered charity number in England & Wales 1138183 & in Scotland SC047901, company number 07255704 ) limited by guarantee. The official charity of British Triathlon, we provide opportunities for children and families to experience the sport of triathlon. Our registered office address is at PO Box 25, Loughborough, Leicestershire, United Kingdom. You can contact us in writing to us via our registered office or by emailing [volunteer@triathlontrust.org](mailto:volunteer@triathlontrust.org) If you would like to speak to us please call us on 01509 226161 or write to: Triathlon Trust, PO Box 25, Loughborough LE11 3WX

### **What information may the Triathlon Trust collect about you as a volunteer?**

- your name, address and contact details, including email address and telephone number;
- the details of your volunteering including start date;
- information about your next of kin and emergency contacts – you hereby confirm that you have received authorisation from your next of kin and emergency contacts to provide their data.
- details of your bank/building society account for the reimbursement of expenses (if applicable)
- details of your availability for volunteering
- information regarding special requirements, health or medical conditions;
- information regarding any training you receive;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief;
- Photo consent information.
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- an assessment of your suitability for the activity you are volunteering to do;
- information about your criminal record;
- details of any safeguarding incidents in which you have been involved;

The Triathlon Trust may collect this information in a variety of ways. For example, data might be collected through volunteer application forms, forms completed by you at the start or during volunteering (such as contact detail forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the Triathlon Trust may collect personal data about you from third parties, such as references from previous employers or organisations who have engaged you as a volunteer.

### **Why does the Triathlon Trust process personal data?**

Your personal data will be processed to enable the Triathlon Trust to enter into a volunteer agreement with you.

The Triathlon Trust also needs to process data to ensure that it is complying with its legal obligations. For example, to comply with health and safety laws.

In other cases, the Triathlon Trust may have a legitimate interest in processing personal data before, during and after the end of the volunteering relationship.

Processing volunteer data allows the Triathlon Trust to:

- Achieving our charitable aims and delivering successful events by communicating with you opportunities to volunteer.
- Distribute and manage volunteers at events.
- Invite you to participate in surveys for research and development purposes.

- respond to and communicate with volunteers regarding your questions, comments, support needs or complaints, concerns or allegations in relation to our events.
- run volunteer recruitment and appointment processes.
- assess the suitability of individuals for volunteering activities.
- maintain accurate and up-to-date volunteer records and contact details (including details of who to contact in the event of an emergency).
- obtain appropriate legal or HR advice, to ensure that it interprets and complies with duties in relation to legislation and its own policies, processes and procedures in a fair and reasonable manner.
- ensure that volunteers are receiving appropriate reimbursement of expenses.
- ensure it meets its obligations under health and safety law including assessments of risk.
- ensure effective general business administration.
- respond to and defend against legal claims and
- maintain and promote equality in the workplace.
- monitor and report to funding bodies

Where the Triathlon Trust processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations.

In some circumstances however, we may ask for your consent to allow us to process certain particularly sensitive data. In these circumstances we will provide you with sufficient information about how your data will be used for you to make a choice about whether to provide your consent. You will have full control over your decision to give or withhold consent, and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time, with no consequences.

### **Your rights to know what personal data we hold and to control how we use it**

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”. You can exercise this right (or any of the other rights described below) by sending us a written request at any time. Please mark your letter “Data Subject Request” and send it to us at our registered office or by email to [contact@triathlontrust.org](mailto:contact@triathlontrust.org)
- 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 the Triathlon Trust will be considered under applicable data protection legislation.
- require that we provide you, or anyone that you nominate, with a copy of personal data you have given us in a structured electronic form such as a CSV file (spread-sheet or other common file format).

### **How we keep your personal data safe**

We take every care to ensure that your personal data is kept secure. The security measures we take include:

- ensuring that our staff receive regular data security awareness training.
- keeping paper records to a minimum.
- maintaining up to date firewalls and anti-virus software to minimise the risk of unauthorised access to our systems.
- having adopted our policy on the use of mobile devices and out-of-office working, and
- password protection where appropriate and available and encryption of data held on computer hard-drives and other fixed storage devices. Please remember that you are responsible for keeping your own passwords secure and confidential. Please do not to share your passwords with anyone.

Unfortunately, sending information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of personal data in transit via the web; therefore you agree to send us personal data at your own risk. Once we have received your personal data, we will use strict procedures and security features (some of which are described above) to try to prevent unauthorised access to it, or inappropriate use of the data.

#### **How long will we keep your personal information?**

The Triathlon Trust will keep all data for 3 years.

#### **Event photography and use of images**

Please note that the events take place in public spaces, images from the events (including your image) may be collected during events by media agencies and members of the public that the Triathlon Trust does not control and has not authorised. Therefore, the collection of images by these third parties is outside our control and you must speak to those agencies directly if you have concerns. We will authorise the taking of photographs, moving images, and the filming of the events for different purposes connected to the events e.g. use on marketing, website, social media etc. We cannot stop images of specific individuals being captured during the event by the official channels, but we will endeavour to control the use of these images if you object to your image being used in any way that causes you loss or damage or otherwise infringes your rights.

You may (1) notify us in advance of your volunteering event that you do not wish to have your photo captured (photo or video) and you will be issued with an identifying wristband - and (2) notify us if you subsequently see an image of yourself that you consider causes you loss or damage or otherwise infringes your rights asking that it or they be removed. The Triathlon Trust will, on a case by case basis, use its reasonable efforts to comply with your request, but note that individuals must be identifiable to the Triathlon Trust and that we are not obliged to remove images of an individual where he or she is not the main or a dominant feature of the image e.g. spotting your own face in an image of a mass race start would not entitle you to deletion.

#### **How you can make a complaint**

If you are unhappy with the way we have used your personal data please contact us to discuss this using the contact details above. You are also entitled to make a complaint to the Information Commissioner's Office which you can do by visiting [www.ico.org.uk](http://www.ico.org.uk) Whilst you are not required to do so, we encourage you to contact us directly to discuss any concerns that you may have and to allow us an opportunity to address these before you contact the Information Commissioner's Office.