



## Swans Tri Club Data Policy

Swans Tri Club needs to collect data (information) about you for three reasons:

- To maintain a membership record
- To keep a record of emergency contact details
- For Coaches to have access to relevant medical information so we can deliver safe sessions. This means previous illnesses, operations, or injuries and chronic conditions which might affect you during exercise such as asthma, diabetes or epilepsy for example.
- Providing relevant medical information is necessary to protect you. If you do not provide this information you may not be covered by club insurance and we cannot safely coach you or your child.

Dr Susie Foster is the voluntary head of data protection. She has received GDPR training.

Any questions about club data should be addressed to her.

Her email address is [drsusiefoster@gmail.com](mailto:drsusiefoster@gmail.com)

Who your data will be shared with:

- Your health and emergency contact data will be shared with the Coaches or session leaders for the above purposes only.
- Your membership data will be shared with the club treasurer and secretary to maintain up to date contact and payment information.
- We will request your explicit consent if we are required to provide any other data for other purposes e.g. to a National Governing Body such as BTF or British Cycling
- Your data will not be shared or stored outside the United Kingdom
- Your data will be erased or destroyed if your membership lapses for more than two years.

Your data is kept in three formats:

- Paper records will be kept securely.
- Electronic records will be stored on an encrypted memory stick which will be stored securely
- Team App collects data which is accessible to club admins via individual passwords.

If and when new technologies are implemented by the club a Data Protection Impact Assessment will be carried out.

Please address any rights requests or concerns to the Head of Data Protection. For further information or to escalate any concerns about processing of your personal data by Swans Tri Club you can contact:

**ICO (Information Commissioner's Office) [www.ico.org.uk](http://www.ico.org.uk)**