



## **Privacy Policy**

Tri Angus Ltd is committed to protecting the privacy of the individuals we encounter in conducting our activities.

### **What personal information do we collect and hold?**

The personal information we collect and holds depends on our relationship with you. It will often include information relating to:

- Contact details
- Emergency contact details
- Medical condition and health status
- Photographs and video recordings
- Marketing preferences

### **How do we use your personal information?**

We use Personal Information for different purposes depending on our relationship with you. The main purposes are to:

- Communicate with you
- Obtain feedback
- Advertise our services and events
- Provide services
- Share results of events or activities

### **Who is responsible for personal information?**

Tri Angus Ltd Directors are responsible for looking after the Personal Information we collect and hold. Information is held securely within the website and electronically on master spreadsheets, and is accessible to authorised persons, e.g. Race Director. Relevant information is shared for the purpose of delivering events, for example with timing companies.



### **Who is Personal Information shared with?**

Personal information may be shared between Tri Angus Ltd Directors and other third parties including but not limited to:

- Triathlon Scotland
- Insurance Companies
- Timing Companies
- Medical services

### **How do we keep Personal Information secure?**

Information security is very important to us. We put in place technical and physical security measures to keep personal information safe and secure. If despite our efforts, you believe that Personal Information is no longer secure, please tell us so that we can resolve any security issue.

### **What is the legal justification for our use of Personal Information?**

We may be required to obtain Personal Information from you to fulfil our terms of contract with you in the provision of services, e.g. events.

### **How long do we keep Personal Information for?**

We will keep your Personal Information only as long as necessary for the purposes for which we collected it and to comply with applicable law. Typically this will be 24 months unless there is a legitimate reason for retaining for longer, e.g. a welfare incident.

### **Who to contact about your Personal Information?**

If you have any questions or concerns about the way in which your Personal Information is used by us, you can contact the Executive Officer Maggie Lawrie at [info@triangus.co.uk](mailto:info@triangus.co.uk).

### **When was this Privacy Policy last updated?**

This Privacy Policy was last updated on 25<sup>th</sup> November 2018. We may review this policy and make changes from time to time.