



PENTATHLON GB DATA PROTECTION POLICY

Introduction

1. Pentathlon GB needs to collect and use information about the members and others with whom we come into contact order to carry out our work. This information must be collected and dealt with appropriately. This policy applies to all personal data covered by the Data Protection Act 1998, whether on paper, electronically or otherwise recorded.

Collection and Use of Your Information

2. Pentathlon GB holds the details of members that they provide on the membership form (or online equivalent) along with details of competition entries and results. We do this in order to:
 - a. Maintain records.
 - b. Respond to any enquiries you make.
 - c. Administer any events in which you participate or may wish to participate and to deal with any incidents you may be involved with.
 - d. Create an individual profile for you so that we can understand and respect your preferences.
 - e. Create statistics about members to enable us to secure funding, none of which will include personal information.
 - f. Contact you about pentathlon events, offers and opportunities available from Pentathlon GB or any commercial partner by post, email, online or phone.

Correct Treatment of Your Information

3. Pentathlon GB places great importance on the correct treatment of personal information as a key element in the success of our working relationships, and in maintaining the confidence of those with whom we deal. We intend to ensure that personal information is treated lawfully and correctly. To that end, we will adhere to the principles of the Data Protection Act 1998, specifically, the principles require that personal information:
 - a. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - b. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes.
 - c. Shall be adequate, relevant and not excessive in relation to those purpose(s).
 - d. Shall be accurate and, where necessary, kept up to date.
 - e. Shall not be kept for longer than two years from the date of expiry.
 - f. Shall be processed in accordance with the rights of data subjects under the Act.
 - g. Shall be kept secure by the Pentathlon GB Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information.

Data Storage

4. Information and records relating to members and competitors will be stored securely and will only be accessible to authorised staff and volunteers.

Data Handling, Access and Accuracy

5. All members have the right to access the information Pentathlon GB holds about them. We will also take reasonable steps ensure that this information is kept up to date.
6. In addition, Pentathlon GB will ensure that:
 - a. It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection.
 - b. Everyone processing personal information understands that they are contractually responsible for following good data protection practice.
 - c. Everyone processing personal information is appropriately trained to do so.
 - d. Everyone processing personal information is appropriately supervised.
 - e. Anybody wanting to make enquiries about handling personal information knows what to do.
 - f. It deals promptly and courteously with any enquiries about handling personal information.
 - g. It describes clearly how it handles personal information.
 - h. It will regularly review and audit the way it holds, manages and uses personal information.

Recording Images

7. Pentathlon GB may record and take pictures at the competition events in which you participate and general images of competitors will form part of the information we hold and use. In addition to the purposes for general information set out above, Pentathlon GB may use these recordings and images for the purposes of education and training, promotion, performance, development and selection and event analysis. This will be in accordance with the Act.

Disclosure of Your Information

8. Details of your achievements in events will be included on the Pentathlon GB website as well as reported on Facebook and Twitter, which will be available to the general public. We will retain competition results as a matter of public interest. If you do not want your details to be visible in this way you will need to contact the Administrative Office in order to arrange this.
9. Regions and clubs may publish details on the Pentathlon GB website and if you wish to remove this information you should contact the region or club directly.

Data Use Outside of the EU

10. If you apply for or take part in an event that takes place outside the European Union, your information will be disclosed to the relevant event organiser(s) in the host nation. These nations may not have laws as stringent as ours to protect your personal data.

Images

11. Images may be disclosed to those regions and clubs for which you are a member for promotional purposes. They may also be disclosed to the media for promoting pentathlon and the reporting of events.

Doping Control

12. If you enter competitions, you may be subject to doping control as part of the Pentathlon GB commitment to a drug free sport. At the time of sample collection, your personal data

will be collected by the UK Anti-Doping Agency which undertakes the testing and administers the programme.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Jon Austin
CEO Pentathlon GB
24 October 2013