



## PRIVACY POLICY

### Who are we?

This website [www.britishpowerlifting.org](http://www.britishpowerlifting.org) (the “**Website**”) is owned and operated by GB Powerlifting Federation Limited trading as British Powerlifting (registered in England and Wales under company number 06625045) (called in this notice “**we**”, “**our**” or “**us**”).

### Purpose of this notice

This privacy notice tells you about the information we collect about you when you visit our Website or otherwise provide us with information. It also tells you how you can exercise Your Rights (including the right to object to some of the data handling we carry out). More information about your rights and how you can exercise them is set out in the “Your Rights” section below.

### What personal data do we collect?

#### Site traffic data and information about your computer

#### How do we use this data?

When you browse our Merchandise Website, cookies are used to collect information.

For more information about how we use cookies on the Merchandise Website, see our Privacy Policy <http://www.hotoffthepressuk.co.uk/privacy-policy> .

#### How long do we keep this information for?

We will only keep information about your visit to our Website for as long as is necessary for the purposes we’ve mentioned.

#### Who do we share this information with?

We share information about visitors to our Website with service providers who help us administer and manage the Website.

#### Where do we transfer this information to?

Information we collect about your use of our Website is stored within, and not transferred outside of, the European Economic Area.

#### Information you send us

#### How do we use this data?

You do not have to supply us directly with any information when you use our Website. If you choose to

use our 'contact us' feature or otherwise get in touch with us, we will use the information you send us for the purpose of responding to your enquiry. When we use your personal data for this purpose, we do so for our legitimate business interest in communicating with you in accordance with your wishes and expectations. We will also use this data for the purpose of our legitimate interests in accessing appropriate professional advice and in order to ensure we comply with legal obligations to which our business is subject.

General enquiries about our recruitment procedures are welcome but we are not able to consider CVs or job applications sent to us via this Website. If you do use this Website to send us this type of information, it will be securely deleted on receipt.

#### **How long do we keep this information for?**

We will only keep your information for as long as is necessary in order to manage your query. We usually keep records of routine queries for six months but in some cases (for example where the query relates to a contract between us, or where we need to obtain legal advice in order to respond to a complaint) we may need to retain a record of our communications for up to 6 years.

#### **Who do we share this information with?**

We will share your data with our service providers and our professional advisers if this is necessary in order to resolve a query or complaint.

Otherwise we will not share your information with any third party unless:

- we have your permission;
- we are required to do so by law; or
- this is necessary so that we can enforce our terms of use, rights or property or the rights or property of any third party.

#### **Where do we transfer this information to?**

Information you send us via our Website is stored within, and not transferred outside of, the European Economic Area.

### **Members Information**

#### **How do we use this data?**

We hold information about members of British Powerlifting, including information that you may provide to us, on application forms, in letters, via electronic messages or over the telephone. The personal data we hold includes your name, postal address, email address and phone number.

We need this information so that we can create and maintain our records of members, to allow you to exercise your rights as members and to contact you with information. When we use your personal data for this purpose, we do so in order to ensure we comply with legal obligations to which our business is subject and as it is in our legitimate business interests in communicating with you in accordance with your wishes and expectations. We will also use this data for our legitimate interests in accessing appropriate professional advice.

#### **How long do we keep this information for?**

We keep your member details for as long as you remain a member and for six years after you have ceased to be a member of British Powerlifting.

#### **Who do we share this information with?**

We will share your data with our service providers and our professional advisers if this is necessary in

order to resolve a query or complaint.

Otherwise we will not share your information with any third party unless:

- we have your permission;
- we are required to do so by law; or
- this is necessary so that we can enforce our terms of use, rights or property or the rights or property of any third party.

**Where do we transfer this information to?**

Members' information is stored within, and not transferred outside of, the European Economic Area.

**Your Rights**

You can ask us at any time to provide you with a copy of your personal data. In relation to personal data you have supplied to us, and which is held by us for the purpose of entering into a contract between us or on the basis of your consent, you are entitled to ask us for a copy of this information in a structured, commonly used and machine readable format so that you can reuse it or share it with other organisations.

If you think the personal data we hold about you is inaccurate or incomplete, you can ask us to correct it or complete it.

In some circumstances you also have the right to object to our processing of your data and can ask us to restrict our use of your data and to delete it.

There are some exceptions to these rights, however. For example, it will not be possible for us to delete your data if we are required by law to keep it or if we hold it in connection with a contract with you. Similarly, access to your data may be refused if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.

If you wish to exercise any of these rights you should contact us at [privacy@britishpowerlifting.org](mailto:privacy@britishpowerlifting.org)

**Contacting us and your rights of complaint**

Questions, comments or requests concerning this privacy notice are welcomed and should be addressed to the Chief Executive Officer at [info@britishpowerlifting.org](mailto:info@britishpowerlifting.org).

If you have a concern about the way we handle your personal data you have the right to complain to the Information Commissioner (ICO). You can find details of how to do this on the ICO website at <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.

This privacy notice was reviewed and accepted at Board Meeting 12/1/20.

Appendix 1 approved by the Board 8/8/21

## **Appendix 1 - Guidance for Coaches and Team Managers**

### **Scope**

This document is intended as guidance for those who have access to personal details of GB international teams such as Coaches and Team Managers. It is not intended to replace the privacy policy which applies to the storage, management and use of membership information.

### **Background**

Coaches and Team Managers are required to gather information for the purposes of nominating international teams and for making necessary travel and accommodation arrangements. This information can include, but is not limited to, dates of birth, home and workplace addresses, email addresses, telephone numbers and passport details. This information constitutes personal and private information as covered by the UK General Data Protection Regulation (UK GDPR) under the Data Protection Act 2018. Those who handle this information must be aware of their role in relation to the personal data they are processing. Coaches and Team Managers act as data processors in relation to this information and must ensure compliance with the UK GDPR.

### **Principles**

There are seven key principles of the UK GDPR:

- That personal data shall be processed lawfully, fairly and in a transparent manner in relation to individuals;
- That personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- That personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- That personal data shall be accurate and kept up to date;
- That personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- That personal data shall be processed in a manner that ensures appropriate security of the personal data.
- Coaches and Team Managers need to be aware of these principles when processing personal data of lifters, referees, coaching teams and anyone else for whom they are arranging attendance at an international competition.

## Simple Guidelines

It is understood that our Coaches and Team Managers are usually volunteers with their own jobs and other responsibilities. Taking on the handling of personal data for teams should be made as straightforward as possible. Outlined below are some simple guidelines to assist:

- Only gather the information that you need for nomination and travel/accommodation purposes;
- Do not use the data for any other means;
- Be clear and honest with lifters and other attendees on the purpose for gathering the information. You can use a simple statement on this at the point of invitation;
- Seek consent from team members to gather and use the information for the identified purpose.
- Ensure the information is accurate;
- Do not keep the information for any longer than it is needed. Once you no longer have need of the information, ensure it is deleted. This does mean that lifters may need to submit their information again for future internationals;
- Take appropriate steps to keep the information confidential. You should consider appropriate security measures on the storage of any personal data, such as encryption or password protection.
- If you are setting up a group messaging chat, seek permission from all participants to be included;
- If you are sending team emails, use the BCC function to ensure email addresses aren't shared unnecessarily.

British Powerlifting will support all Coaches and Team Managers to comply with our obligations under UK GDPR. If you have any questions or need any guidance, please contact the CEO.