

# Data Policy for SJ3 Outdoors Ltd

Also Trading As:

- Active Outdoor Sports Ltd
- Fritton Lake Outdoor Centre
- Tri-a-Sport CIC

## Privacy Policy

This policy (together with our Terms & Conditions) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

## Consent

By signing up to, entering or volunteering at one of our events or activities you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Simon Edwards, Director SJ3 Outdoors Ltd, Registered Office: 95 St Williams Way, Norwich, NR7 0AL

## Information We May Collect From You

We may collect and process the following data about you:

Information you give us.

You may give us information about you by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you participate in social media functions, register to enter an event, volunteer to marshal at an event, sign up for or register to take part in any other activities organised by Active Outdoor Sport, Fritton Lake Outdoor Centre or Tri-a-Sport CIC

The information you give us may include, but is not limited to, your name, address, e-mail address and phone number, gender, age, club membership, emergency contact details and a declaration of any medical conditions you feel we should be made aware of. We may also collect your credit card information or bank details (e.g., your credit card number and expiration date, billing address, etc.) some of which may constitute personal data, to secure certain payments or to make refunds when requested. If a user voluntarily provides that information in connection with registration for an event or otherwise, it will be available to us and will be held by us in accordance with this Privacy Policy.

By entering our events via entry sites such as British Triathlon, Entry Central (and others not listed) your data will be processed according to the Privacy Policy of these sites. Please check these policies when you sign up.

## Use of Data

The Participant agrees and consents to SJ3 Outdoors Ltd using his/her personal details provided in his/her Online Registration Form or otherwise and for the following purposes:

- If you provide personal data for a certain reason, we may use the personal data in connection with the reason for which it was provided. For instance, if you contact us by e-mail, we will use the Personal Data you provide to answer your question or resolve your problem and will respond to the email address from which the contact came; and
- certain information such as your gender, club membership etc. may be published on our website and by entering an event through our site you consent to such publication.

## Event administration

- (a) SJ3 Outdoors Ltd requires a record of each Participant's registration details including third party emergency contact details for internal administration purposes in order to properly conduct and to safely administer our events and activities.
- (b) You, (The Participant) agrees to receive emails from Active Outdoor Sport, Fritton Lake Outdoor Centre and SJ3 Outdoors Ltd containing event information and event updates before and after the event. The entry site used may also contact the participant, regarding the event depending on the privacy policy of that site. These sites may include, but are not limited to, British Triathlon & Entry Central.
- (c) SJ3 Outdoors will also keep records of any medical information provided. It will be kept confidential and may be shared only with medical personnel or teams allocated to our events. Such information shall be deleted within a reasonable time following the completion of the event or activity unless the participant agrees that the SJ3 Outdoors Ltd may use such information in relation to future events and activities organised by themselves which are staged within a reasonable time frame thereafter.
- (d) Data will be used for publication of the official start lists, registers and results of our events and activities. These may be available online, on social media and distributed to participants via email. Results may be included in the British Triathlon Federation's historical results database as well as used for other reasonable statistical purposes. For the avoidance of doubt, the following participant information shall be published within event start lists and results: Name, Age, Age Category, Gender, Club and membership number as appropriate. In addition to this data, Date of Birth shall be passed to British Triathlon to enable matching of results to individual membership records, but will not be publicly published.

## **E-mail/SMS communications**

- (a) SJ3 Outdoors Ltd will use the participant's contact data submitted on the online registration form or otherwise to send the participant information by e-mail and/or SMS relating to the event, other events and any further categories of news and promotional information as the participant may have requested on the online registration form.
- (b) The participant acknowledges and agrees that SJ3 Outdoors Ltd may send an e-mail or SMS notification following the event inviting the participant to submit or renew his/her registration for any future events.
- (c) The participant accepts that the event's appointed photography partner will be able to email them post event regarding the purchase of participant photos from the event.
- (d) The participant accepts that if he/she ticks a charity box at point of entry, their details will be passed onto said charity who will be able to contact him/her in the future

All participant data will be managed and stored securely in accordance with the Data Protection Act 1998.

## **YOUR RIGHTS**

We will not disclose your personal information to third parties for marketing use.  
We will only use the data you provide for the purpose it was provided.  
We will only pass on information to relevant third parties eg if you disclose that you have a medical condition this information may be passed to the first aid providers at our events.  
Your data may only be accessed by key personnel involved in the running of our events

## **Access to information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you. Please submit a [Subject Access Request](#) and we will address your query.

## **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

**Contact** Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Simon Edwards, SJ3 Outdoors Ltd, 95 St Williams Way, Norwich, NR7 0AL) or made via email to [simon@sj3.co.uk](mailto:simon@sj3.co.uk)