

# Privacy Policy

Effective date: May 24, 2018

Tri Project Ltd (“us” or “we”) operates the web page <https://www.triproject.co.uk/> (our “website”) and for the purpose of this Privacy Policy, is the data controller in relation to your personal information.

This page informs you of our policy regarding the collection, use, and disclosure of your personal information and the choices you have associated with that information. We understand that you entrust us with your personal information and want to assure you that protecting your personal information is important to us.

How this Privacy Policy applies to you will depend on the way in which you interact with us, such as whether you are a participant in or volunteer at one of our events, a visitor to our website or one of our vendors, suppliers or other business contacts. If you provide personal information to us about any person other than yourself, you must ensure that they understand how their information will be used.

You should review this Privacy Policy carefully in conjunction with our Terms and Conditions which are accessible from <https://www.triproject.co.uk/>.

## Collection of Personal Information

We collect personal information directly from you for the purposes listed below.

For participants in our events, the personal information we collect about you may include, but is not limited to:

- your name, address, telephone number, email address and other contact details,
- gender and date of birth,
- your financial information such as your credit or debit card details,
- [sensitive personal information such as medical records,] and
- the name, telephone number and other contact details of your emergency contacts.

For volunteers at our events, the personal information we collect about you may include, but is not limited to your name, address, telephone number, email address and other contact details.

For website visitors, the personal information we collect may include, but is not limited information to allow us to contact you including your name, address, email address and other contact details.

For our vendors, suppliers and other business contacts, we may collect the following information about you (and/or your individual representatives and associates as applicable):

- name, job title, address, telephone number, email address and other contact details, and
- information required to process payments, such as account and wire instruction details.

For information in technology and cookies used on our website, see the section entitled Use of Technology and Cookies below.

## **Uses of Personal Information**

Your personal information will be processed (a) in order to comply with our legal and regulatory obligations, (b) because we need the information in order to comply with our obligations under contract, or (c) because we have a legitimate business interest in processing it including, where relevant, for the following purposes:

- to manage our business including running and developing our events and our website,
- to maintain and provide appropriate management of our relationship with you and to notify you of changes to events and other important information,
- to protect the safety of participants, volunteers and the public in connection with our events,
- to respond to your questions, provide customer support and handle and resolve complaints,
- to improve your experience when using our website, and
- to send you with newsletters, marketing or promotional materials and other information that may be of interest to you.

Where we are relying on our legitimate interests as the ground for processing your personal information, we have carried out an assessment to ensure our interests do not override your rights.

## **Sharing and Transfer of Personal Information**

We may use the services of various service providers in order to process your information more effectively, including our business partners, suppliers, sub-contractors (for example providers of event safety teams and providers of timing technologies) or advisors who provide us with financial, legal and audit advice.

These third parties have access to your personal information only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose. Volunteers at our events may also have access to limited amounts of your personal information (for example for the purposes of assisting with event registration).

Under certain circumstances, we may be required to disclose your personal information if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

If we are involved in a merger, acquisition or asset sale, your personal information may be transferred to a new owner. We will provide notice before your personal information is transferred and becomes subject to a different Privacy Policy.

Your personal information will be processed within the United Kingdom and may be stored and processed manually and electronically through global systems and tools for the purposes outlined above. We will take all steps reasonably necessary to ensure that no transfer of your personal information will take place to an organisation or a country unless there are adequate controls in place including the security of your personal information.

## **Security of Personal Information**

We take all steps reasonably necessary to ensure your information is treated securely in accordance with this Privacy Policy and will limit access to personal information to those personnel and other third parties on a need-to-know basis (and subject to suitable obligations relating to security and confidentiality of your information).

The security of your information is important to us but remember that no method of transmission over the internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

## **Retention of Personal Information**

We will retain your personal information only for as long as is strictly necessary for the purposes for which such personal information was originally collected (or for such longer period as may be required by law).

## **Your Rights and Opting-Out of Personal Information**

You may ask us for a copy of your personal information, to correct it to erase it or to transfer it to other organisations. You may also have rights to object to come processing and, where we have asked for your consent to process your personal information, to withdraw this consent. In particular, you may opt out of receiving any, or all, marketing communications from us at any time by emailing us at [tri.project@live.co.uk](mailto:tri.project@live.co.uk) or by following the unsubscribe link or instructions provided in any email we send.

Please note that your rights may be limited (such as where we are legally prevented from disclosing such information). In addition, we may be able to retain your information even if you withdraw your consent where we can demonstrate that we have legitimate legal grounds for doing so.

Please email [tri.project@live.co.uk](mailto:tri.project@live.co.uk) if you have any questions or requests in relation to your rights. We will attempt to deal with all requests at the earliest opportunity, however, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. If you have any unresolved concerns, you have the right to complain, where permitted, to the Information Commissioner's Office.

## **Links to Other Sites**

Our website may contain links to other third party websites that are not operated by us. If you click on a third party link, you will be directed to that third party's website. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party websites or services. Any hyperlinks on our website are provided for your convenience only, and you access them at your own risk.

## **Children's Privacy**

We do not knowingly collect personal information from anyone under the age of 13.

If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us. If we become aware that we have collected personal information from children without verification of parental consent, we will take steps to remove that information from our servers.

### **Changes to our Privacy Policy**

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our website.

For any material updates, we will let you know via email and/or a prominent notice on our website but you are advised to review this Privacy Policy periodically for any changes.

### **Contacts Us**

If you have any questions about this Privacy Notice, please contacts us:

By email to [tri.project@live.co.uk](mailto:tri.project@live.co.uk)

By post to Bag End, Lunghurst Road, Woldingham, Surrey, CR3 7EJ