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## EVENT MANAGEMENT SYSTEM – PRIVACY & COOKIES POLICY

### 1. Introduction

- 1.1. Your personal information is being processed by World Athletics (World Athletics). World Athletics is located in Monaco and its principal office is at 6-8, Quai Antoine 1er, BP 359, MC 98007 Monaco Cedex. As an unincorporated association under the laws of Monaco, World Athletics is subject to law 1,165 dated December 23 1993 on data protection (as amended) and also complies with the EU General Data Protection Regulations 2016.
- 1.2. World Athletics respects your privacy and is committed to protecting your personal information. This Privacy Policy relates to our use of any personal information you provide to World Athletics through World Athletics Event Management System. The url is as follows: [https://www.wasaccreditation.net/\[event name and year\]/waslogin.aspx](https://www.wasaccreditation.net/[event name and year]/waslogin.aspx)
- 1.3. Please note that a separate advisory note on the use of personal information for the purpose of implementing the Athletics Integrity Unit (“AIU”) Anti-Doping and Integrity Programmes is available at the following link: <https://www.athleticsintegrity.org/data-protection>
- 1.4. This Privacy Policy explains the following:
  - the type of information World Athletics collects
  - how the information is used
  - where the information is stored
  - whether World Athletics will disclose your details to anyone else
  - how to find out what personal information is stored

### 2. Username and Password

- 2.1. Where World Athletics has given you (or you have chosen) a password or access code so that you can access certain parts of the system, you are responsible for keeping this password or access code confidential. You must not share this password or access code with anyone else.

### 3. What type of personal information is collected?

- 3.1. When you apply/register for accreditation status for a World Athletics Series competition, World Athletics will ask for personal information and in some cases sensitive personal information about yourself and any accompanying person. In the case of media applications for accreditation World Athletics ask for your employer’s name and also the contact details of the Editor in Chief of the publication.
- 3.2. In the table below World Athletics set out what personal information World Athletics processes, the business purpose it covers, the legal basis upon which World Athletics processes it and retention period for that data.

Type of Personal Information / Sensitive Personal Information	Business Purpose	Legal Basis upon which it is used	Retention Period
<b>Personal Information:</b> Full name, nationality, gender, date of birth, employment details, telephone and mobile numbers, email address, passport number, passport date of issue and expiry and country of issue, travel itinerary and accommodation details	To approve and arrange for your accreditation requirements for the World Athletics Series competition; to support arranging logistics such as travel and accommodation; and send information and marketing emails.	Consent - Please note that without this information World Athletics cannot perform the registration/accreditation process, arrange access to the event, provide accommodation, make travel arrangements for you and help with visa requests and procedures	From when your details are entered on to the accreditation system until such time as you withdraw your consent or up to 5 years after the event has ended.* World Athletics will delete all personal information but retain anonymised information for research and statistical purposes: nationality, gender, travel itinerary, accommodation and employment status
<b>Sensitive Personal Information:</b> Data on your physical or facial appearance as referred to in your passport/identity documents (including passport/identity and photographs)	To approve and arrange for your accreditation requirements for the World Athletics Series competition; to support arranging logistics such as travel and accommodation;	Consent – this because the information listed is regarded as being sensitive personal information	From when your details are entered on to the accreditation system until such time as you withdraw your concern or up to 5 years after the event has ended.*

\*Scanned copies of passports will be retained on the Event Management System for a maximum 12 months after the relevant World Athletics Series competition after which time they will be deleted.

3.3. By entering your details in the fields requested, you enable World Athletics, Local Organising Committees (please see paragraph 6 for further details) and World Athletics service provider to access your personal information. The service provider to the Event Management System is: After S.r.l. Viale del Vignola 61, 00196 Roma, Italy: <http://www.after.it/>

3.4. If you did not provide your personal data directly onto the system it will be because any one of the following applies:

3.4.1. A World Athletics staff member has entered it on your behalf. This is probably because you are any one of the following: a World Athletics council, committee or commission member, honorary member, area president, council member of the International Athletic Foundation, an employee, a World Athletics invited guest or you have equivalent status.

3.4.2. You are from the media and your country Member Federation provided your media organisation/you with an access code to enter your details in directly onto the system;

3.4.3. The Local Organising Committee of the event who enters information on all local participants such as local staff, partners, contractors, volunteers, security etc.);

3.4.4. Your employer (host broadcaster, broadcast rights holder, partners, suppliers etc.) entered your details on to the system on your behalf because you provided your personal information to them.

#### 4. Other use of personal data

4.1. World Athletics will use your personal information for a number of non-marketing purposes including the following:

4.1.1. to track traffic flows and to make our Event Management System easier for you to use;

4.1.2. planning and managing our business activities by understanding aggregated analysis on behaviour and habits.

4.2. The World Athletics Event Management System is used to create an accreditation badge which you are required to carry with you at all times at the relevant World Athletics series competition. By being granted accreditation you agree to be filmed as set out in the standard text that appears on the reverse of the accreditation badge below:

4.2.1. *'This identity and accreditation card remains the property of World Athletics and can, at the World Athletics' sole discretion, be immediately withdrawn at any time. The person named on this card ('the Cardholder') confirms they fulfil the conditions and criteria issued with this card, to comply with World Athletics' Rules and Regulations: see <https://www.worldathletics.org/about-iaaf/documents/book-of-rules> and event related protocols and procedures. This card cannot be transferred or given to anyone else. The Cardholder agrees to be filmed, photographed and that their image be recorded for security, broadcast, media and public relations purposes and to promote World Athletics and World Athletics events/activities. Any film, photograph or other image taken at the event by the Cardholder cannot be distributed or shared with anyone on any media (including on social media). Taking images of athletes at the event, official event venues, sites, areas etc. is strictly forbidden. The personal information collected by World Athletics and/or the Organising Committee to issue this card shall be used for the purposes set out in the event management system privacy policy and, where necessary, provided to third party service providers*

*for the purposes of facilitating the Cardholders participation in and/or organisation of the World Athletics event. Under Monegasque law 1,165 dated December 23 1993 on Data Protection and the General Data Protection Regulations 2016 the Cardholder has the right to access, update or delete of their personal information, or object to its processing by contacting: [dataprotection@worldathletcis.org](mailto:dataprotection@worldathletcis.org) ‘*

#### **4.3. Medical Clearance Protocols (if applicable)**

If there is a pandemic or other medical outbreak then in response to it we may need to develop event specific sanitary protocols for each World Athletics Series Event (event-by-event and country-by-country), anyone wishing to participate in a World Athletics Series Event must abide by such protocols. Accordingly, World Athletics will produce a specific medical clearance privacy policy to reflect such procedures and protocols. Such medical clearance protocol privacy policy will be developed to advise you about how we collect and process data, that we do not ordinarily collect from you, to be able to manage health controls at the World Athletics Series Event.

#### **5. Where will the information be stored?**

5.1. The internet service provider to the Event Management System is AWS Amazon, Amazon Web Services, Inc., 410 Terry Avenue North, Seattle, Washington 98109-5210: [https://aws.amazon.com/?nc2=h\\_lg](https://aws.amazon.com/?nc2=h_lg) and the servers that host the Event Management System are located in Ireland. By submitting your personal information, you agree to this transfer, storing or processing (including on behalf of any other person whose personal information you provide, for example, your accompanying person). World Athletics will always take all reasonable precautions to make sure that your data remains secure, handled in accordance with this Privacy Policy and has the same legal protection as it would have if it remained in Monaco.

5.2. Access to the Personal Information will be limited to World Athletics Event Operations Team, service provider to Event Management System and the World Athletics IT Department and shared in accordance with paragraph 6 below.

#### **6. Will my information be shared with anyone else/ who else has access to the system?**

Who	Why?
Local Organising Committee (LOC) and any official travel agency appointed by the LOC. After the event the LOC access to the system will be removed. If information from the Event Management System is shared then this will be done via encrypted emails, files and platforms. Instructions will also be sent to destroy data securely. Note that interior	<ul style="list-style-type: none"> <li>a. To arrange and support logistics (visa invitation letters, transfers to and from airports, rail terminals, coach stations, accommodation, guest lists for receptions, distribution of welcome bags) and to send information about the event.</li> <li>b. To enter/review employees/representatives/volunteers</li> </ul>

Who	Why?
<p>ministries and law enforcement agencies may have local legal obligations to keep such records (in its capacity as a separate controller).</p>	<p>details from the LOC, Organising Member, local commercial affiliates, sponsors, partners, suppliers, broadcasters who need to be accredited.</p> <p>c. Users to the system are defined by World Athletics, login will enable LOC users to;</p> <ul style="list-style-type: none"> <li>- View the Media List and permission, status each Broadcaster has and for which event.</li> <li>- View, for each Broadcasters, the details of the data they entered</li> <li>- Receive a request for visa letter when needed and request by ticking the box</li> <li>- View the Flights details information for each person</li> <li>- View the request for accommodation on official hotels</li> <li>- Email address of each Broadcasters account manager to get in touch regarding transport and accommodation.</li> </ul>
<p>Host Institutions</p>	<p>To assist with organising and staging events which shall include marketing, providing staff at the event (including for health and safety purposes). Host Institutions shall have access to the personal data set out above as necessary for organisation of these events.</p>
<p>Official Event Hotels (via the LOC)</p>	<p>To arrange your accommodation</p>
<p>Interior Ministry of the country where the event is held (via the LOC)</p>	<p>To issue invitation letters (if required) to support visa applications</p>
<p>Law enforcement agencies and emergency services of the country where the event is held (via the LOC)</p>	<p>To give security clearance (background checks) and to assist emergency services (police, fire &amp; rescue services, medical hospitals services and teams etc.) when responding to emergency situations</p>

Who	Why?
<p>Dentsu - 1 person has access to the system.</p>	<p>To enter/review employees, representatives' details from commercial affiliates, sponsors, partners, suppliers, broadcasters and Dentsu who need to be accredited. [Note: Dentsu can only see the above parties' details and no one else.]</p> <p>The user of the system can do the following actions:</p> <ul style="list-style-type: none"> <li>- View all the Broadcasters requests for to create an account</li> <li>- Define the Broadcasters as INTERNATIONAL BROADCASTERS or NON RIGHTS HOLDERS or terminate the request</li> <li>- Set the Broadcasters account by defining the events for which they have rights</li> <li>- Set the categories of rights have per event</li> <li>- Upload the Non Rights Holders Agreements</li> <li>- View the List of Media with all the information described above</li> <li>- View, for each Broadcasters, the details of the data they entered</li> </ul> <p>2 other additional broadcast rights holders have access to the system with access rights stated above.</p>
<p>Media Organisations who:</p> <ul style="list-style-type: none"> <li>• would have received an access code from their country Member Federation (only in respect of their employees/contractors who will be attending the event on their behalf and no one else); or</li> <li>• co-ordinate the collation and entry to events of individuals from our commercial partners and</li> </ul>	<p>For the purposes of organising attendance of their employees/contractors at the Event] [Note: Media organisations can only see details of those who have been accredited on their behalf and no one else.]</p>

Who	Why?
broadcasters that attend our events (such as Dentsu).	
Athletics Integrity Unit (AIU)	<p>For the purposes of investigating, prosecuting and ensuring compliance with World Athletics Rules and Regulations by ‘Applicable Persons’ as defined within the Integrity Code of Conduct.</p> <p>The following personal information will be provided to the AIU:</p> <ul style="list-style-type: none"> <li>World Athletics ID</li> <li>Photo</li> <li>Given names</li> <li>Surnames</li> <li>Other names</li> <li>Sporting nationality</li> <li>Birth nationality</li> <li>Gender</li> <li>Known DOB</li> <li>Email address</li> <li>Mobile number</li> <li>Passport</li> <li>Travel &amp; Accommodation Details</li> </ul> <p>The personal data provided to the AIU shall be processed in accordance with the separate advisory note on the use of personal information for the purpose of implementing the Athletics Integrity Unit (“AIU”) Anti-Doping and Integrity Programmes which is available: <a href="https://www.athleticsintegrity.org/data-protection">https://www.athleticsintegrity.org/data-protection</a></p>
Wiz-Team SA Av. de Rhodanie 54 1007 Lausanne (Switzerland)	For Convention and Congress Delegates only. Your name and email address to manage access and use of the software application and/or website that will host information and materials concerning the World Athletics Convention and Congress. See <a href="https://www.wiz-">https://www.wiz-</a>

Who	Why?
	<a href="https://www.team.com/cookies-policy-and-privacy-policy/">team.com/cookies-policy-and-privacy-policy/</a> for information concerning hosting

World Athletics uses third party organisations to help provide a professional service to the users of World Athletics Event Management System. These organisations act as data processors and are strictly controlled in how they may/may not use your personal data. World Athletics remains responsible for the protection of your data. Please note that there are Local Organising Committees who are located outside the European Economic Area (EEA) and World Athletics will ensure through contractual provisions they comply with data protection laws. World Athletics may also disclose your personal data where it believes it is compelled to do so by law; in particular for the prevention or detection of crime, the capture or prosecution of offenders; and the assessment or collection of tax or duty.

## 7. Your rights in respect of personal information:

7.1. World Athletics has a number of obligations in relation to how it handles your personal data. World Athletics is committed to the key principles of transparency, consent (where applicable), security and data minimisation. Alongside relying on World Athletics meeting its obligations, you have a number of rights that you are entitled to exercise.

### 7.2. The right to object

One key right is the right to stop processing (right to object): This allows you to do three things:

- You object to the disclosure of your information to the third parties listed above, but it will not be possible to process your application/registration for accreditation without that information being disclosed.
- You have the right to object to World Athletics processing information about you where World Athletics processes on the basis of 'legitimate interest' (at time of writing, World Athletics does not process your personal data on the basis of legitimate interests). If you believe this to be the case you should give an explanation of your particular situation and World Athletics will consider this.
- You have the right to ask World Athletics not to process personal data for purposes of sending you direct marketing.

### 7.3. The other rights are:



- **Right of access:** In accordance with the provisions of the data protection laws, you have certain rights to request a copy of your own personal data held by World Athletics. You can request to receive a copy of your personal information in a readily understandable format within a reasonable timeframe (one month from the date of the request).
- **Right to rectification at any time:** You have the right to ask to rectify inaccurate or incomplete personal data which it has about you after you have been registered for accreditation. Where World Athletics positively knows that the personal information that it is processing is inaccurate or incomplete, World Athletics shall, as appropriate, rectify, amend, complete or update the relevant personal information as soon as possible. Where appropriate, if the personal information in question has been disclosed to a third party that is known or believed to continue to process the personal information, the third party shall be informed of the change as soon as possible.
- **Right to erasure:** you have the right to ask to erase your personal data in some circumstances, including where the information held by World Athletics is no longer necessary for the purposes for which it is processed, you withdraw your consent to its use, or World Athletics can no longer lawfully process the data. However, if you do exercise this right during the accreditation process then it will not be possible to accrediting you for the event.
- **Right to restriction of processing:** you can restrict our processing of your data in some circumstances. This applies where, for example, if you contest the accuracy of the personal data World Athletics uses or object to World Athletics using the information on the basis of a 'legitimate interest' (see part 1, above (the right to object)). Please note that where you ask World Athletics to restrict processing, World Athletics can still store it subject to the retention period, and use it to establish or defend legal claims, which may run beyond the retention period stated.
- **Right to data portability:** This permits you to receive from World Athletics a copy of your personal data in an electronic file or format that commonly be used on different devices and machines, and to transfer your personal data from World Athletics to another data controller or have the data transmitted directly between two data controllers.
- **Right to object to automatic processing:** you have the right not to be subject to decisions based solely on automated processing which significantly affect them (at time of writing, World Athletics does not process your personal data on the Event Management System for the purposes of automatic processing).

## 8. Cookies and your privacy

8.1. The Event Management System uses 'cookie' information collection technology.

8.2. "Cookies" are small pieces of information that are issued to your computer when you enter a site. Unlike in the case of websites, where cookies are used for multiple purposes such as identifying user navigation trends, cookies are used in connection with Event Management System for operational reasons only, to keep each user session active and to avoid sessions being 'timed out' after a set period of time. A cookie in no way gives World Athletics access to your computer or any information about you, other than the data that you have chosen to share with World Athletics.

## 9. Changes to World Athletics Privacy Policy?

9.1. This Privacy Policy may be updated at any time with or without notice, including complying with new practices or regulations. This policy was updated on January 2024.

## 10. Making Contact:

### 10.1. World Athletics

If you wish to exercise your rights, have any questions or comments concerning the privacy of your information, you can write to the Department of Legal & Business Affairs, Data Protection, WORLD ATHLETICS 6/8 Quai Antoine 1er, BP 359, MC 98007, Monaco, Cedex or email: [dataprotection@worldathletics.org](mailto:dataprotection@worldathletics.org)

### 10.2. CCIN (Commission de Contrôle des Information Nominatives)

World Athletics have declared the processing of personal data submitted by you to the Event Management System to the Commission de Contrôle des Information Nominatives, Monaco: <https://www.ccin.mc/en/> who you may wish to contact should you have any questions or queries that you would like to raise with them.