

DATA PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [<https://www.stneotscyclingclub.info/>] regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are St Neots Cycling Club. We can be contacted at contact@stneotscyclingclub.co.uk.

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Emergency contact details	Contacting next of kin in the event of an emergency	Protecting the Member's vital interests and those of their dependents
Date of birth	Managing membership categories which are age related	Performing the Club's contract with the Member.

Gender	<p>Provision of adequate facilities for members.</p> <p>Reporting information to cycling organisations.</p>	<p>For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender.</p> <p>For the purposes of the legitimate interests of the club to maintain diversity data required by Sports Councils.</p>
Photos and videos of members	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address	Informing Members of club services and events.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish to receive information on club services and events.
Member's name and e-mail address	Passing to British Cycling for them to conduct surveys of members of the Club (and members of other clubs affiliated to British Cycling). The surveys are for the benefit of the Clubs (and other clubs) and / or the benefit of British Cycling.	For the purposes of our legitimate interests in operating the Club and / or the legitimate interests of British Cycling in its capacity as the national body for all forms of cycling
Blood type	To be stated on the Member's membership card	To aid emergency services in the event of an accident

4. How we protect your personal data

4.1 We will not transfer your personal data outside the UK without your consent.

- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 Any payments to the club will be made by secure means, such as BACS, and member's bank details will not be known to, or stored by, the Club.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print membership cards). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 Should we receive any financial information, we will securely destroy it once we have used it and no longer need it.

7. Your rights

- 7.1 You have rights under the GDPR:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed
 - (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances
 - (e) to object to or restrict how your personal data is processed
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to contact@stneotscyclingclub.co.uk.

If you have any queries, questions or comments on the information contained in this leaflet, kindly contact the club on contact@stneotscyclingclub.co.uk.

St Neots Cycling Club (SNCC) Responsibility Statement:

The information contained in this Guidance represents SNCC's interpretation of the law as at the date of this edition. SNCC takes all reasonable care to ensure that the information contained in this Guidance is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.