

CYCLE SOMERSET DATA PROTECTION POLICY

1. About this Policy
	1. This policy explains when and why the Club collects personal information about our members, how we use it, how we keep it secure and your rights in relation to it.
	2. The Club may collect, use and store your personal data, as described in the table below.
	3. The Club reserves the right to amend the Data Protection Policy from time to time without prior notice. It is displayed on the club website and you are advised to check regularly for any amendments (amendments will not be made retrospectively).
	4. The Club will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. For the purposes of the GDPR, the Club will be the “controller” of all personal data we hold about you.
2. Who are we?
	1. We are Cycle Somerset, a cycling club based in Taunton.
3. What Information we collect and why

| Type of Information | Purposes | Legal Basis for 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 membersFor the purposes of our legitimate interests in operating the club |
| Emergency contact details | Contacting next of kin in the event of an emergency | Protecting members vital interests and those of their dependents |
| Gender | Provision of facilities for our members | For the purposes of our legitimate interests in operating the Club |
| The members 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 on membership renewal. The member may withdraw their consent at any time by contacting the Club by e-mail or letter |

1. How we protect your personal data
	1. We will not transfer your personal data without your consent.
	2. We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.
	3. It should be noted that if you are transmitting information to the Club over the internet this can never be guaranteed to be 100% secure.
	4. Any payments to the Club will be made by secure means and member’s Bank details will not be known to, or stored, by the Club.
	5. Any breach of security of your personal data which might expose you to serious risk will be notified promptly.
2. Who else has access to the information you provide to us?
	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 as set out in paragraph 5.2 below.
	2. We may pass your data to third parties who are service providers, agents or sub-contractors to us for the purposes of providing a services to you or on your behalf (e.g. printing 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 use it for their own purposes and to delete it when the contract expires.
	3. We may pass your personal data to other members with your consent for the operation of the Club which may include name, e-mail and contact number.
3. How long do we keep your information?
	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.
	2. Should we receive any financial information, we will securely destroy it once we have used it and no longer need it.
	3. Information collated for Club activities will be destroyed after its intended use as soon as it is practicable. (Normally delete or archive events/rides, meeting minutes and newsletters in March for the preceding year; delete membership information one year after the member has left; delete financial information to be retained for 6 years; minutes of meetings)
4. Your Rights
	1. You have rights under GDPR:
		* To access your personal data.
		* To be provided with information about how your personal data is processed.
		* To have your personal data corrected.
		* To have your personal data erased in certain circumstances.
		* To object or restrict how your personal data is processed.
		* To have your personal data transferred to yourself or to another business in certain circumstances
	2. You have the right to take complaints about how we process your personal data to the Information Commission:

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

0303 123 1113

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire, SK9 5AF

For more details or any queries within this policy, contact the Club Committee.

Cycle Somerset Responsibility Statement:

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