

Richardsons Cycle Club Data Protection Policy

Scope

This document provides you with information about how we are handling, or are intending to handle, your personal information:

If you are aged 16 or under, we need your parent/guardian's permission before you provide any personal information to us.

About us

Richardsons Cycle Club (RCC) is committed to protecting and respecting your privacy and complying with the principles of applicable data protection laws. This notice 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. The data controller of the personal data referred to in this policy is the club Chair.

Collection of personal data

We may collect and/or create or otherwise obtain and process the following data about you:

- Information about you that you provide when joining the club
- We may also ask you for information when you report a problem or make a complaint and, if you contact us, we may keep a record of that correspondence.
- We may also ask you to complete optional surveys that we use for research purposes and to provide you with a more relevant member experience.
- Information about emails and other communications we have sent to you and your interaction with them.

Uses made of your information and the basis of processing

RCC will use your personal information to:

- Ensure that content from our websites is presented in the most effective manner
- Enable people to find out about club activities and communicate with other members via our website's forum
- Notify you about forthcoming club events
- Publish and maintain results and rankings for club activities, e.g. winter strava hill challenge, time trials etc.

RCC will not use any of the personal information we collect from you to make automated business decisions.

We will only use your personal data where we: -

- Have your consent to do so

- Need to process your personal information for our legitimate interests and only where our legitimate interests are not overridden by your data protection interests or fundamental rights and freedoms;
- Need the personal information to protect your vital interests or those of another person.

Information security

RCC will take all steps reasonably necessary including policies, procedures and security features to ensure that your data is treated securely and protected from unauthorised and unlawful access and/or use, and in accordance with this notice. Unfortunately, the transmission of information via the internet is not completely secure and, although we will do our best to protect your personal data transmitted to us via the internet, we cannot guarantee the security of your data transmitted to us from your device(s). Any transmission is at your own risk.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the website, you are responsible for keeping this password confidential. We ask you not to share such a password with anyone.

Payments for membership are being collected on our behalf via British Cycling. It is assumed that they are compliant with the Payment Card Industry's Data Security standards (PCI-DSS).

Recipients of personal data

We will not share information about you but we will use the following products to communicate with you: -

- **Database hosting companies** - to host RCC website
- **British Cycling website** – membership to RCC is via British Cycling
- **Email broadcasting companies** - to send emails to our members
- **SMS/ Whatsapp broadcasting companies** - to send SMS and text messages to our members

International transfer of personal data

We will not transfer your data overseas..

Data retention period

We will hold information about you in our data systems only for as long as we need it for the purpose of maintaining club membership records.

The data subject's rights

Data protection laws grant you, as a Data Subject, certain 'information rights', which are summarised below:

- **Right of access** - You have the right to obtain a copy of information we hold about you
- **Right of rectification or erasure** - If you feel that any data that we hold about you is inaccurate, you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data we hold is no longer needed by us, or if you withdraw the consent upon which our processing is based, or if you feel that we are unlawfully processing your data. Please note that we may be entitled

to retain your personal data despite your request, for example if we are under a separate legal obligation to retain it. Your right of rectification and erasure extends to anyone we have disclosed your personal information to and we will take all reasonable steps to inform those with whom we have shared their data about your request for erasure.

- **Right to restriction of processing** - You have a right to request that we refrain from processing your data where you contest its accuracy, or the processing is unlawful and you have opposed its erasure, or where we do not need to hold your data any longer but you need us to in order to establish, exercise or defend any legal claims, or we are in dispute about the legality of our processing your personal data.
- **Right to Portability** - You have a right to receive any personal data that you have provided to us in order to transfer it onto another data controller where the processing is based on consent and is carried out by automated means. This is called a data portability request.
- **Right to Object** - You have a right to object to our processing your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.
- **Right to Withdraw Consent** - You have the right to withdraw your consent for the processing of your personal data where the processing is based on consent.
- **Right of Complaint** - You also have the right to lodge a complaint about any aspect of how we are handling your data with the *UK Information Commissioner's Office*, which can be contacted at www.ico.org.uk.

Changes to our privacy policy

Any changes we may make to our Privacy Notice in the future will be posted on our website.

How to contact us

If you wish to contact us about your personal data or exercise any of the rights described above please contact the club chair. Details of committee members and the current chair can be found at www.richardsonsc.co.uk