

Tyne Valley Cycling Club

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 at www.tynevalleycycling.com/ regularly for any amendments (amendments will not be made retrospectively).
- 1.4. We will comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR we are the “controller” of all personal data we hold about you.

2. Who are we?

We are the Tyne Valley Cycling Club and our contact details are on our website.

3. What information we collect and why

| Type of information | Purposes | Legal basis of processing |
|---|--|---|
| Member's name, address, telephone numbers, e-mail address | Managing the member's club membership. | Performing the club's contract with the member. For the purpose of our legitimate interests in operating the club. |
| Date of birth | Managing age related membership categories. | Performing the club's contract with the member. |
| Gender | Provision of adequate facilities for members. Reporting information to cycling organisations. | For the purposes of our legitimate interests in making sure we can provide sufficient and suitable facilities for each gender |
| 3 rd party insurance information | Ensuring all members carry 3 rd party insurance cover when riding with the club. | For the purpose of our legitimate interests in operating the club. |
| Photos of members | Putting on the club's website. | Consent. We will seek the member's consent on their membership application form and each membership renewal. The |

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|--------------------------------|--|--|
| | | member may withdraw consent at any time by contacting us by email or post. |
| Members name and email 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. The member may withdraw their consent at any time by contacting us by email or post stating that they no longer wish to receive information on club services or events. |
| Members name and email address | Passing to the affiliated organisations of British Cycling or Cycling UK if requested for legitimate purposes such as surveys for the benefit of clubs or cycling generally. | For the purposes of our legitimate interests in operating the club and/or the legitimate interests of British Cycling or Cycling UK in their capacity as national bodies for all forms of cycling. |

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 and members 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 2 below.
- 5.2. We may pass your personal data to third parties who are service providers, agents and sub-contractors to us for the purpose of completing tasks and providing services to you on our behalf (e.g. to supply club clothing or provide insurance through the affiliated club scheme). 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.

6. How long do we keep your information?

6.1. We will hold your personal data 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 we are not entitled to do so we will stop processing your personal data except that we may retain it in an archived form for a limited period in order to be able to comply with any future legal obligations, such as the 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:

7.1.1. To access your personal data

7.1.2. To be provided with information about how your personal data is processed

7.1.3. To have your personal data corrected

7.1.4. To have your personal data erased in certain circumstances

7.1.5. To object to or restrict how your personal data is processed

7.1.6. To have your personal data transferred to you

7.1.7. 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, or any questions comments or requests regarding our data processing practices please contact the membership secretary at mjackson@myphone.coop or tel. 0191 413 3030.

Responsibility Statement:

The information contained in this guidance represents Tyne Valley Cycling Club's interpretation of the law as at the date of this edition 21/5/2018. TVCC takes all reasonable care to ensure that the information in this guidance is accurate and that any opinions, interpretations and guidance have been considered in the context in which they are expressed. However before taking any action based on the contents of this guidance you are advised to confirm the up to date position and take appropriate professional advice specific to your circumstances.