

# CRANLEIGH 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 and 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 [www.cranleighcyclingclub.co.uk](http://www.cranleighcyclingclub.co.uk) 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](http://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 Cranleigh Cycling Club (CCC). We can be contacted at [www.cranleighcyclingclub.co.uk](http://www.cranleighcyclingclub.co.uk) or via email at [secretary@cranleighcyclingclub.co.uk](mailto:secretary@cranleighcyclingclub.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 emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.

Members Medical Information. Known allergies and information that the member wishes the emergency services to know in the event of an accident	Putting on the member's club membership cards	For the purposes of our legitimate interests in ensuring members carry emergency medical and contact information with them and the member's vital interests in case of emergency
Member's Photo Identification	Putting on the member's club membership cards	For the purposes of our legitimate interests in ensuring members can be identified should they be rendered unconscious
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender
Gender	Reporting information to Affiliated Sporting Organisations (British Cycling, Cycling UK and Cycling Time Trials) and sports funding bodies (e.g. Active Surrey)	For the purposes of the legitimate interests of the sports governing body and others to maintain diversity data required by Sports Councils.
Photos and videos of members and their bicycles	Putting on the Club's website and social media pages and using in press releases. Use for coaching purposes.	Consent. We will seek the Member's consent as part of their membership application and at each membership renewal. The Member may withdraw their consent at any time by contacting us by e-mail or letter.
Member's name, address, telephone numbers, e-mail address(es).	Managing race entries and race results.  Sharing race results with other clubs, class associations, and the race governing body, and providing race results to print and online media.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club.  Results may include (but not be limited to) name, any club affiliation, race times, occupation and age category.

Member's name, telephone numbers, e-mail address(es).	Collected for rides which feature a nominated ride leader and shared between those participating in the ride	For the purposes of our legitimate interests in ensuring that members leading a ride can maintain contact with the members on the ride.
Member's name, telephone numbers, e-mail address(es).	Managing volunteers for club events. Sharing information between volunteers to enable effective running of those events For example time trials, cycle races and charity rides.	For the purposes of our legitimate interests in holding cycling events for the benefit of the members of the Club.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.

#### 4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU 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 Membership information is securely stored by a third party company called Membermojo who specialise in sport's club membership administration. We have a contract in place with Membermojo that requires them to keep your information secure and not to use it for their own purposes.

Membermojo's security statement can be found here:

<https://membermojo.co.uk/mm/security>

4.4 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.5 For any payments that we take from you online we will use a recognised online secure payment system.

4.6 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 newsletters, membership cards and send you mailings). 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.

## **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 three months afterwards or as long 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 We securely destroy all financial information 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 our Club Membership Secretary [members@cranleighcyclingclub.co.uk](mailto:members@cranleighcyclingclub.co.uk)