

Privacy Statement for 1066 Cycle Club

Version 1 -- May 2018

Introduction

A person becomes a member of 1066 Cycle Club when they pay a subscription and fill out the membership application form. The information given on the membership application form is kept by the club, and members are encouraged to keep it up to date if any of their details change. At the time of writing in 2018 the fields are Name, Address, Phone number, Email address, and "In Case of Emergency" (ICE) contact details. For administrative purposes the club also records (at the time of writing in 2018) the last subscription renewal date, and whether or not a club member is also a ride leader, or a committee member.

How the club uses members' information

- The club uses all personal data for legitimate purposes only, for example the postal address is used to send your membership card and letter, the email address is used to send informational updates, the phone numbers are used for general communication if the need arises. Other fields are used less frequently.
- The club is obliged to keep it's insurers up to date by sending them a list of ride leaders. At the time of writing in 2018 this was "CyclingUK", however the club might use a different insurer in the future.
- Data is never disclosed to third parties without prior consent from the individual(s) affected.

Who has access to the information?

- The Membership Secretary is able to access all the information, and can update it.
- Some committee officials such as General Secretary and Chair also have view-only access to the information.
- There are also restricted subsets of the information, such as the ICE list (name and ICE details), which is only made available, as view-only, to ride leaders

How is the information kept secure?

- The majority of the information is stored electronically, accessible only by means of a username and password. The username/password combination is unique to each person who has been granted access.
- The ICE details are not password protected in this way, but the list is only accessible by those who have been given a unique internet URL. Unless you have the URL, it is not possible to see the ICE information.
- If the club sends an email to you, it will normally be sent using BCC to conceal your email address.

How long is the data kept for?

- Club membership expires on 31st March every year. The club will keep a member's details for 12 months after that date, after which it will be permanently deleted (this allows simpler administration for people who re-join during the year)
 - At any time you can ask the club's current Membership Secretary for your data to be deleted, and/or be sent a copy of the data that the club holds on you.
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