

RAVENSTHORPE CYCLING CLUB

DATA PROTECTION POLICY

This data protection policy sets out our commitment to protecting personal data, how it is implemented along with the reason for its collection and use.

We are committed to ensuring that we are open and transparent about the information we hold and comply with the Data Protection Act 1998 and the EU General Data Protection Regulations and the principles contained within them.

In relation to the principles of the Data Protection Act, we confirm that:

1. We will only hold information necessary to administer the membership of the club. The lawful purpose is one of contract and legitimate interest as we require the information collected for the purpose of maintaining the membership and operation of the club and fulfilling our legal requirements.
2. We will not collect any information over and above that required for membership of the club. Information is obtained from the membership application form on joining the club and will be updated whenever a member provides new information. Reminders to update any information will be sent with notices of membership renewal
3. The information will be kept for a maximum of five years after a member ceases membership.
4. Individual members have the right to see the information held on them and to object to the way it is used, and a right to claim compensation for damages caused by a breach of the act.
5. Information held will not be passed on to any other organisation unless lawfully required. Only the membership secretary, the chair and general secretary will have ordinary access to the full information. Names and email addresses only will be made available to other committee members on the basis of their need to carry out their duties to the club. Ride leaders will be provided with names and contact numbers for next of kin in the event that they may be required whilst out riding.

The membership secretary will be the point of contact for data protection issues. Information will be held in electronic format.

The committee will have oversight of data protection compliance and will review the terms and operation of this policy every two years.

Privacy Statement

Ravensthorpe Cycling Club take your privacy seriously and will only use your personal information to administer your membership and to provide the products and services you have requested from us.

Agreed by the Committee: 20/08/2018

To be reviewed: 20/08/2020