

## Dorking Cycling Club Data Protection Policy

### 1. Introduction

This document details the types of personal data that Dorking Cycling Club (the Club) may collect about you as a member of the Club. It also explains how we will store and handle the data in order to keep it safe.

### 2. Legal basis for processing personal data

The law on data protection establishes a number of different reasons why an organisation may collect and process your personal data.

#### 2.1 Legitimate interest

We require your data in order to pursue our legitimate interests in running the Club and which does not materially impact on your rights, freedom or interests.

#### 2.2 Consent

We can collect and process your data where you provide consent.

#### 2.3 Legal compliance

If the law requires us to, we may need to collect and process your data.

### 3. When do we collect your personal data?

We collect your personal data when:

- a) You become a member of the Club
- b) You enter a competition or event organised by the Club
- c) You visit the Club's website

### 4. What type of personal data do we collect?

The data we collect includes:

- a) Your name, gender, date of birth, address, email address and telephone number(s)
- b) Your British Cycling membership number
- c) Competition results

### 5. How and why do we use your personal data?

As a member of the Club we use your personal data to:

- a) Administer membership records
- b) Inform you of events and activities involving the Club, or which we believe will be of interest to you
- c) Maintain our own accounts and records
- d) Organise events and activities for or on behalf of Club members

The data protection law allows this as part of the Club's legitimate interest in understanding its members and providing membership services.

If you wish to change how we use your data please refer to section 9 below.

6. How do we protect your personal data?

We will treat your data with the utmost care and take the appropriate steps to protect it by:

- a) Maintaining up-to-date records
- b) Storing and destroying data securely
- c) Not collecting or retaining excessive amounts of data
- d) Ensuring appropriate technical measures are in place to protect personal data from loss, misuse, unauthorised access or disclosure.

7. How long will we keep your personal data?

If you do not renew your membership with the Club your personal data will be destroyed or removed from our records within the membership year following the cessation of your membership.

8. Who do we share your personal data with?

On occasions we will share your personal data with trusted third parties, but only such information that they would require to perform their specific services.

Examples of trusted third parties would be British Cycling and Southern Counties Cycling Union.

9. What are your rights over your data?

You have the right to request:

- a) Access to the personal data which we hold about you
- b) Correction of any incorrect, out of date, inaccurate or incomplete data about you
- c) Stop any consent based processing of your data should you withdraw consent
- d) That any data be erased in certain circumstances

Any of the above requests should be submitted in writing to the Club's Data Protection Officer.