

# Data Protection Policy

We process members' personal data in accordance with the Data Protection Act. It requires us to take care of the information you give us and use it for specific purposes only. We will use the e-mail address that you supply to send our Newsletter and membership information to you. And, when applying for membership, we will respond to the form with an e-mail confirming your details, and also remind you by e-mail what details we hold from time to time.

As membership for VSCC is processed by British Cycling details are retained by British Cycling in addition to VSCC. Details of British Cycling's Data Protection Policy are available at; <https://www.britishcycling.org.uk/about/article/info--Privacy-Policy-0>

Below is our data protection policy.

## Background

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*(This section does not form part of the Policy, but provides background information to the Policy.)*

The Data Protection Act 1998 requires (very briefly, and omitting what does not concern us) that:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless ... consent is given.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to its purpose.
4. Personal data shall be accurate and ... kept up to date.
5. Personal data ... shall not be kept for longer than is necessary.
6. Personal data shall be processed in accordance with people's rights. (Among these are controls on direct marketing, and this explicitly includes soliciting members to lobby councillors for example).
7. Appropriate ... measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country ... outside the European Economic Area (with certain exceptions).

As a voluntary (not for profit) group, the Data Protection Act does not require Valley Striders Cycling Club to register with the Information Commissioner. However, we are required to abide by the provisions of the Act. VSCC is also required to comply with GDPR from 25<sup>th</sup> May 2018.

Therefore, on March 3<sup>rd</sup> 2018 the Committee of Valley Striders Cycling Club, resolved as follows:

## The Valley Striders Cycling Club Data Protection Policy

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1. **Purposes.** Personal data supplied by members will be obtained, stored and processed only for the purposes of (a) maintaining members' membership (for example in respect of delivering information about the Valley Striders Cycling Club activities, soliciting membership renewals, communicating with their banks regarding financial transactions with the Valley Striders Cycling Club, and (b) furthering the Aims of the Valley Striders Cycling Club (for

example by individually soliciting members to lobby councillors, or complete questionnaires).

2. **Consent And Rights.** Personal data is supplied by members on their membership forms, which offer the member the opportunity for the data not to be stored (and therefore to receive no further communication from the Valley Striders Cycling Club). Members will also be separately offered the opportunity to opt out of processing of Personal data for purpose (i)(b).
3. **Accuracy And Longevity.** Committee members will take reasonable steps to keep Personal data up to date and make corrections in a timely fashion. Personal data will not be stored more than five years after a member fails to renew their membership, and will be deleted at any time at their request. (In either case, data will not necessarily be deleted immediately from backups until they are destroyed as part of a normal backup procedure).
4. **Access.** Only Committee members and the Secretary will normally have access to members' personal data. Only the Membership Secretary, Secretary and Treasurer will have access to members' bank account details. Committee members undertake to take reasonable steps to keep this data secure. Personal data may be made temporarily accessible by Committee members from time to time to people who are not Committee members where those people are assisting the Committee in a specific data processing task permitted by the above Purposes, but such people must first be made aware of and agree to their obligation not to use the data for other purposes and not to store it. Committee members undertake not to retain personal data upon leaving the Committee.
5. **Storage.** Computerised data will not be stored on publicly accessible computers except where a password is required to gain access. Committee members undertake to keep passwords confidential. Personal data will not be stored outside European Economic Area countries. Original data from membership forms will be retained as a backup, and at least one copy of the data will be made electronically for backup purposes

## Website data protection and privacy statement

### General

Your name and e-mail address are - in cases where necessary - used to verify membership of the Valley Striders Cycling Club, and will not be sent on to third parties or used for purposes not stated.

Data is kept for in club competitions such as 12 in 12, Warrior leagues, VS3L, Grimpeur league but is restricted to names, times, miles and other data controlled by members active consent by joining the appropriate strava group.

### Online newsletters and social media

Personal data - such as names - in the newsletter (circulation restricted to current members), on Facebook, twitter, instagram and the VSCC web site, are taken to be publicly available, contact details will only be include with expressed permission or where added by the individual i.e. ride leaders when creating events.. Please contact the social media manager if you have any concerns or wish to have data online removed.

