**Winchcombe Cycling Club**

**Policy Governing Personal Data**

**24 April 2018**

**Purpose**

This paper documents the policies that Winchcombe Cycling Club (WCC) has in place governing the personal data it collects, holds and uses about its members.

**Personal Data**

Personal data is captured from the Membership Application Form. It is used to enable WCC to communicate with members about events and meetings, and to send them information that may be of interest to them as members of WCC. It also provides emergency contact details in the event of an accident.

The information is stored on a password protected Google Sheets document and backed up onto a password protected Excel spreadsheet. It is accessible to members of the WCC Committee and their direct reports who need to access it to fulfil their roles as officers of WCC.

The information is not shared with any third parties.

The information held is:

* Name
* Address
* Telephone number
* Email address
* Gender
* Date of birth
* Emergency contact name
* Emergency contact number
* Cycling interests

In addition, for Junior members under 18 the name, address and contact details are held for the parent or guardian.

We also hold members’ names and email addresses on a Mailchimp email system accessible to Committee members and their direct reports.

**Duration**

This data will be held for the period that the individual remains a member of the Club, or until a request is made to delete it. Given that Club membership is not subject to annual renewal, every 5 years the Club will positively reconfirm membership and delete data from those not re-confirming their membership, which will be deemed to have ended.

**Access and individual rights**

Any member may have access to the personal data WCC holds about them by contacting the Club Secretary. Such access will be granted within one month of the request having been received.

Any request to modify or delete the data will be processed within one month of the request having been received. If asked to delete the data, all communication will cease with that individual, they shall cease to be a member and will not be permitted to join Club Runs given the absence of Emergency Contact details.

**Consent**

Consent to hold this data and to communicate with members will be sought as follows:

* For existing WCC members as at 31 March 2018 via a specific Data Protection Consent Process to be conducted by email prior to 25 May 2018
* For new members after 1 April 2018, as part of the membership application process.

For Junior members under 16 the consent of their parent/guardian will be obtained.

David Thomas, Secretary

24 April 2018