

Boston Wheelers Cycling Club Data Protection Policy

Boston Wheelers Cycling club takes its members privacy very seriously and therefore does its utmost to keep any personal data/documents safe and secure.

To this end we:

- Keep as much information stored electronically as possible with British Cycling which is a safe and secure system.
The information is not accessible to the public; only authorised members of British Cycling staff have access to it. Their computer system has secure audit trails and they back-up information routinely.
- Keep paper copies of membership forms for the minimum length of time possible until it can be confirmed that the data is recorded on the British Cycling system.

During this short period of time Boston Wheelers will keep paperwork stored securely with the membership secretary.

Paper copies will then be shredded and disposed of safely.

- Boston Wheelers Cycling Club will not disclose any personal information to any third parties without a member's explicit consent. In the event of an incident where we require details of other cyclists within the group, we will ask for your consent and will ask you to sign that the consent has been given.
- We will retain information about you for as long as you are a member of the Boston Wheelers Cycling Club. Thereafter your information will be removed from the British Cycling system.

Access

- You have the right of access to the data that we hold about you and to receive a copy.