

Boston Wheelers Cycling Club Privacy Notice

Boston Wheelers Cycling Club is committed to protecting and respecting your privacy and complying with the principles of applicable data protection laws. This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Collection of personal data

Boston Wheelers Cycling Club may collect and/or create or otherwise obtain and process the following data about you:

- Information about you that you provide by filling in forms while joining the club
- Information about you that you provide by filling in forms whilst registering for events organised by the club.
- Information about emails and other communications we have sent to you and your interaction with them.
- Information from third parties (such as British Cycling) where you consent to those other organisations sharing information they hold on you with us, and where those other organisations lawfully share your information with us.

Uses made of your information and the basis of processing

Boston Wheelers Cycling Club will use your personal information to:

- Notify you about changes to our service; including rides and events
- Inform you of meetings such as the Club AGM
- Publish and maintain a comprehensive set of results and rankings for the club's races
- Notify medical personnel of your data should you be involved in an accident whilst taking part in a club ride
- Boston Wheelers Cycling Club has a closed Whatsapp group (which we will ask if you wish to opt in to). This closed group of club members share information on club rides, cycling items for sale or other information which members may find useful.
- We use FaceBook to promote the club and to advertise events – we will seek your consent, when you join Boston Wheelers Cycling Club, to use photographs for this purpose. You have the right to refuse consent for this or you can withdraw consent at any time.

The legal basis on which we collect and process the personal data described above depends on the personal information concerned and the specific context in which we collect it. However, we will only use your personal information where we:

- Have your consent to do so;
- Need to process your personal information for our legitimate interests and only where our legitimate interests are not overridden by your data protection interests or fundamental rights and freedoms;
- Have a legal obligation to collect personal information from you; or
- Need the personal information protect your vital interests or those of another person.

Information security

Boston Wheelers Cycling Club will take all steps reasonably necessary including policies, procedures and security features to ensure that your data is treated securely and protected from unauthorised and unlawful access and/or use, and in accordance with this notice.

Data retention period

We will hold information about you in our data systems only for as long as we need it for the purpose for which we collected it, which is as follows:

- As long as you are a member of Boston Wheelers Cycling Club or continue to participate in events organised by Boston Wheelers Cycling Club
- For a maximum of 3 years after your membership of Boston Wheelers Cycling Club has ended or after your activity in events run by the club ends

The data subject's rights

Data protection laws grant you, as a Data Subject, certain 'information rights', which are summarised below:

- **Right of access** - You have the right to obtain a copy of information we hold about you
- **Right of rectification or erasure** - If you feel that any data that we hold about you is inaccurate, you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data we hold is no longer needed by us, or if you withdraw the consent upon which our processing is based, or if you feel that we are unlawfully processing your data. Please note that we may be entitled to retain your personal data despite your request, for example if we are under a separate legal obligation to retain it. Your right of rectification and erasure extends to anyone we have disclosed your personal information to and we will take all reasonable steps to

inform those with whom we have shared their data about your request for erasure.

- **Right to restriction of processing** - You have a right to request that we refrain from processing your data where you contest its accuracy, or the processing is unlawful and you have opposed its erasure, or where we do not need to hold your data any longer but you need us to in order to establish, exercise or defend any legal claims, or we are in dispute about the legality of our processing your personal data.
- **Right to Portability** - You have a right to receive any personal data that you have provided to us in order to transfer it onto another data controller where the processing is based on consent and is carried out by automated means. This is called a data portability request.
- **Right to Object** - You have a right to object to our processing your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.
- **Right to Withdraw Consent** - You have the right to withdraw your consent for the processing of your personal data where the processing is based on consent.
- **Right of Complaint** - You also have the right to lodge a complaint about any aspect of how we are handling your data with the *UK Information Commissioner's Office*, which can be contacted at www.ico.org.uk.

Changes to our privacy policy

Any changes we may make to our Privacy Notice in the future will be posted on this page and, where appropriate, notified to you by date-stamped communication.

How to contact us

If you wish to contact us about your personal data or exercise any of the rights described above please contact: admin@bostonwheelerscc.org.uk