

# K Velo Privacy Policy

Knottingley Velo takes your right to privacy very seriously. As members' you will benefit from all that being part of a club brings you. We hold limited information on our membership for the purpose of running the club.

## What Information Do We Hold?

The club holds your personal information, which you provide at the time of joining the club. The information you provided us with consists of the following:

- First Name
- Last Name
- Postal Address
- Email Address
- Telephone Number
- DOB
- Sex
- Emergency Contact Details (Name and Telephone Number)

## Where is the data held and who has access?

This data is held in a password protected, encrypted file on the club's cloud storage area. It is only accessible by the following people:

- Membership Secretary (who also maintains the record)
- Committee Members

## What is your information used for?

Your information is only used for club matters. This includes maintaining the membership records and subscriptions; managing club groups such as the Facebook Members Group and Strava;

Your email address is only used by the club Administrators to send club related emails and the Membership Secretary to send subscription reminders. These emails sometimes contain details of third party events which directly relate to the club, but at no time are your addresses passed on to a third party.

As a club member your information may be shared on the club website, social media pages or in emails sent by the club. This data will only be shared in the event that either you are a club volunteer, have participated in a race or challenge event or have recorded a major achievement. This data will be limited to your name, race results (if applicable) and details of your achievement. Limited further information about you may be included; for example, whether you have participated in a juniors' race or a women's race.

## Who can I contact if I have a question?

The Membership Secretary should be contacted on any matter relating to our Privacy Policy, GDPR and the club's procedures.

[info@kvelo.co.uk](mailto:info@kvelo.co.uk)