

KNOTTINGLEY VELO
PRIVACY NOTICE FOR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to Knottingley Velo.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so but our Committee has overall responsibility for data protection compliance in our organisation. Contact details are set out in the 'Contacting us' section at the end of this privacy notice.

We accept members under the age of 18 ('junior members'). Membership applications and payment must be submitted on the behalf of a junior member by a parent or guardian. By submitting a membership form, parents/guardians consent to:

- a) **The junior member taking part in the activities of Knottingley Velo. Parents/guardians also acknowledge awareness of the nature of the club's activities and understand that club members and officials will take reasonable steps to ensure the safety of their child.**
- b) **The junior member assuming full responsibility for his/her own safety and compliance with the law where participating in club activities without parental supervision (for example, on open roads for club runs or time trials at 12 plus only). Parents/guardians confirm that they have discussed the situation with their son/daughter and are satisfied that he/she is sufficiently responsible and competent to ride in a manner which is safe for himself/herself and others.**
- c) **The junior member taking part in club activities entirely at his/her own risk and without any liability whatsoever on the part of Knottingley Velo, its officials or members in respect of injury, loss or damage suffered by himself/herself howsoever caused.**

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- records of your attendance at any events hosted by us;
- images in video and/or photographic form;
- your marketing preferences so that we know whether and how we should contact you.
- details of family members and emergency contacts;
- records and assessment of any competition results, details regarding events attended;
- any disciplinary and grievance information;

2. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, you register an account with us at <https://www.britishcycling.org.uk/club/profile/6870/knottingley-velo>, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

Your information is stored securely by British Cycling (Data Controller) and is managed by our Membership Secretary (Data Processor).

If you are providing us with details of family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

3. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer any membership you have with us and managing our relationship with you, including dealing with subscriptions and any enquiries made by you	All contact and membership details, transaction and subscription information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
To send you information which is included within your membership, including details about club events, competitions, partner offers and discounts and any updates on cycling and Knottingley Velo (eg regular newsletter)	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us. You can opt out at any time.
To answer your queries or complaints	Contact details and records of your interactions with us,	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.
For the purposes of promoting the club, our events and membership packages.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
To comply with health and safety requirements	Records of attendance and other information obtained through electronic means.	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.
To administer your attendance at any	All contact and membership	This is necessary to enable us to register you on to

courses or programmes you sign up to	details, transaction and payment data.	and properly manage and administer your attendance on the course and/or programme.
To arrange for any trip or transportation to and from an event	Contact details, details of family members and emergency contacts,	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event.
To gather evidence for possible grievance or disciplinary hearings	All the personal information we collect.	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the 'Contacting us' section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

4. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We may share personal information with the following parties:

- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our club including British Cycling** to allow them to properly administer the sport on a local, regional and national level.
- **Police, law enforcement and security services** to assist with the investigation and prevention of crime and the protection of national security.

5. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of **1 year** after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you through our membership portal. Alternatively, you can contact us by using the details set out in the '**Contacting us**' section below.

6. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data to you;
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the 'Contacting us' section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact our Committee to resolve your complaint first.

7. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

8. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email info@kvelo.co.uk.