

Solent Pirates Youth Cycling Club

GDPR - Data Privacy Notice (effective 25/05/18)

Scope

This document provides you with information about how we (Solent Pirates Youth Cycling Club) are handling, or are intending to handle, any personal information that you provide to us:

If you are aged 16 or under, please get your parent/guardian's permission before you provide any personal information to us.

About us

Solent Pirates is committed to protecting and respecting your privacy and complying with the principles of applicable data protection laws (GDPR). 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.

Collection of personal data

Solent Pirates may collect and/or create or otherwise obtain and process the following data about you or your child(ren):

- Information about you or your child(ren) that you provide by filling in forms while registering for membership and activities
- *Information held by and associated with membership of British Cycling and using their authorised database system that is made available to registered clubs – using the 'Club Manager' facility*
- *To promote Club and related activities and areas of interest the Club may use or respond to information presented by you ~~from~~ through your social media accounts. For example, the Club may wish to share or use posts, pictures and video footage that you share on sites such as (but not limited to) Facebook, Twitter, and Instagram*
- We may also ask you for information when you report a problem or make a complaint
- Information about emails and other communications we have sent to you and your interaction with them.
- A range of information such as personal metrics and activity logs may be collected and used on an individual or group basis, based on or as part of designing and running particular activities and training programmes

Please note that SPYCC operates separately from British Cycling (BC) and other organisations with which it is affiliated or involved with in relation to activities and events.

Although, as a BC Affiliated Club, the Club uses BC's Club Management tools (including membership database) as above, you must be aware that any personal data sharing and privacy arrangements of BC and other organisations are a matter between you and BC / the

other organisation. Examples of other organisations that you may be sharing your or your children's data with, associated in some way with SPYCC activities or as your team at events for instance, include but are not limited to: BSCA (British Schools Cycling Association), CTT (Cycling Time Trials Association), Wessex (or other) League Cyclocross, other Clubs / Leagues / Teams / Event organisers. Your data provision to and arrangements with such other organisations (e.g. on event booking and details) will be a matter for you and the relevant organisation.

Uses made of your information and the basis of processing

Solent Pirates may use your personal information to:

- Provide you with information which we feel may interest you, where we are legally entitled to do so and within the context of the activities of a Youth Cycling Club. This may be via the Club Newsletter and e-shots, email, text, phone, social media or sharing / notifying using various tools for information provision and coaching/training such as secure (invitation only) use of Google Drive, Drop Box, Training Peaks and similar – overseen by the head Coach in liaison with parents or older riders;
- Enable people to enter their child(ren) or themselves to events, training sessions and rides and communication via the Solent Pirates Social Media streams;
- Notify you about changes to our schedule;
- Facilitate the coached sessions, Club rides, training programmes and other activities of individuals or groups;
- Organise Club events – for example social, fundraising;
- Facilitate the running of the Club, where necessary (for example in considering membership trends and the coaching / session needs of the Membership) although in any event no personal data is shared or discussed at management meetings;

Solent Pirates will not use any of the personal information we collect from you to make automated business decisions or in any commercial or marketing capacity.

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, or that of your child(ren) where we:

- Have your consent to do so;
- Need the personal data to fulfil Club activities and to offer the Membership opportunities to join activities and events;
- 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 to your vital interests or those of another person.

If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time, and advise you whether the provision of your personal information is mandatory or not (as well as the possible consequences if you do not provide your personal information).

Information security

Solent Pirates 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. Unfortunately, the transmission of information via the internet is not completely secure and, although we will do our best to protect your personal data transmitted to us via the internet, we cannot guarantee the security of your data transmitted using email, text, social media or other means to Club contacts and officials, or to our website, from your device. All computers and devices used by the Club officials are password protected and as secure as reasonably possible. However, any transmission is at your own risk. Printed information containing personal data will be kept to an absolute minimum and where practicable will be stored in a locked cabinet at SYPCC HQ.

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 or your child(ren) remain members of Solent Pirates. If your membership has lapsed for more than 12 months Solent Pirates will delete or anonymise any personal data relating to you. The BC Club manager will be the main management tool for this.
- Personal data linked to the processing of insurance claims, subject access requests, disputes, safeguarding investigations, disciplinary or police matters will only be kept for as long as it necessary for those purposes, as each is applicable.

The data subject's rights

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

- **Right of access**
- **Right of rectification or erasure**
- **Right to restriction of processing**
- **Right to Portability**
- **Right to Object**
- **Right to Withdraw Consent**
- **Right of Complaint**
- **Right to Opt-out of Marketing Communications**

Changes to our privacy policy

Any changes we may make to our Privacy Notice in the future will be posted on this page.

How to contact us

If you wish to contact us about your personal data or exercise any of the rights described above please contact Dawn Warrington, Solent Pirates Welfare Officer on pirateswelfare@gmail.com

We can remove you or your children from the Club's data records at your written request (by email as above) – within 21 days of that request being confirmed BUT in this case you may miss out on opportunities to participate in Club activities and you will not receive our updates and rider information etc.

Not a member yet / new to Solent Pirates and want to receive our information? Again, please get in touch as above.