Privacy Policy

This policy statement sets out the basis on which any personal data that we collect about you, or that our members provide to us will be used by Team Darenth Cycling Club.

1. DATA THAT MEMBERS PROVIDE TO US

- **Personal data provided by members.** You provide us personal information when you become a member of Team Darenth Cycling Club. This includes:
    - full name
    - date of birth
    - gender
    - home address
    - email address
    - Phone numbers
    - membership number of British Cycling.
    - Parent or Guardian for emergency Contact. Name, address, phone number, email and relationship to member
    - Medical information that might affect members participation in club activities and be required in the case of an emergency
    - Medical information. details of any specific needs the member has which may affect their participation
    - Disclaimers, answers to disclaimer questions.
        - Acceptance the there is an inherent risk of injury
        - Agreement to equipment safety
        - Agreement to suitable clothing
        - Agreement to membership of British cycling
        - Agreement to understanding of code of conduct
        - Agreement to use of digital images
        - Agreement to privacy statement
        - Agreement to Team Darenth' s Liability Waiver & Participation Agreement

- Agreement to Parental and Guardian consent

- **Use of the personal data provided by members**
    - To circulate newsletters to keep members up to date with club activities and forthcoming events
    - To issue membership renewal notices
    - To allow members to be contacted as part of the administration of the club
    - To facilitate organisation of club sessions, rides and events
    - To facilitate contact with the nominated individual in case of emergency

- **Sharing of the personal data provided by members**
    - Members details are stored by Team Darenth Cycling Club both electronically and as printed documents.
        - Electronic data is stored on secure area on Dreamhost server paid for and maintained by Team Darenth, Google drive with access restricted to relevant committee members and Spond group organisation App
        - Printed documents are youth riders contact card which include emergency contact details and medical information. List of emergency contact details for all members
    - Access to stored members details is restricted to the Chairman, Club Secretary, welfare officer and Membership Secretary.
    - Data is not shared with third parties. With the exception of medical information with emergency services should there be a medical emergency
- **Security of the personal data provided by members**
    - The services of an external website provider/technical advisor are retained to implement the appropriate technical measures to protect the website, and the personal data of members held on the club website, google drive and Spond. Against unlawful processing, accidental loss, destruction, damage, alteration or disclosure

- **Retention periods of the personal data provided by members**
    - All information provided by a member is retained while their membership with Team Darenth Cycling Club is Active or Non-active (Please see Team Darenth Cycling Club membership policy)
    - When a member leaves, Team Darenth Cycling Club will retain the following information.
        - full name
        - home address
        - Disclaimers, answers to disclaimer questions. Agreement to use of digital images
        - Parent or Guardian for emergency Contact. Name, address, phone number, email and relationship to member
        - Agreement to Team Darenth' s Liability Waiver & Participation Agreement
        - Agreement to Parental and Guardian consent

2. DATA THAT WE COLLECT ABOUT YOU

- **Website cookies**
    - Team Darenth Cycling Club website uses Technical / Functional cookies and other related technologies (for convenience referred to hereafter as "cookies") to ensure that certain parts of the website work properly and to enhance the user experience. Note that Analytical cookies and Advertising cookies are NOT used on the website
    - The cookies used may automatically collect technical information and information about your visit any time you visit the website, including:
        - The Internet Protocol (IP) address used to connect your device to the Internet
        - Your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform
        - Counting and tracking page views
- **Social media cookies**
    - Team Darenth Cycling Club website links to Facebook and Instagram which may place cookies that store and process certain information. You need to

refer to these social networks for information regarding their data privacy policy

- **Managing cookies**
    - You may use your internet browser to specify that certain cookies are not placed, and to automatically or manually delete cookies. Note that the website may not work properly if cookies are disabled or deleted. If you do delete cookies in your browser, they will be placed again after your consent when you visit the website again

3. YOUR RIGHTS

- **Your rights**
    - The right to be informed about the processing of your personal data
    - The right to have data corrected if it is inaccurate and to have incomplete personal data completed
    - The right to object to processing of your personal data
    - The right to restrict processing of your personal data
    - The right to have your personal data erased
    - The right to request access to your personal data and information about how it is processed
- **Access requests and notification of breaches**
    - Should be made in writing to the Membership Secretary of Team Darenth Cycling Club