



WORTHING EXCELSIOR CYCLING CLUB

PRIVACY NOTICE FOR OUR 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 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 the **Worthing Excelsior Cycling Club ('the Club')**

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 Data Protection Compliance Manager 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.

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, postal address, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your attendance at any events hosted by us;
- images in video and/or photographic form details of next of kin, family members and emergency contacts
- any disciplinary and grievance information;

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

The Club does not propose to obtain any information other than that detailed above.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them. Please share this privacy notice with those 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.

4. 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,	All contact and membership details.	This is necessary to enable us to properly manage and administer your membership.
To send you information regarding, competitions and events.	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership.
To send you information we think you might find useful including our newsletters, information about membership	Contact details.	This is necessary to enable us to properly manage and administer your membership
To answer your queries or complaints	Contact details.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records and Club competition 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. We have a legitimate interest in maintaining Club competition records for the appropriate period.
To conduct data analytics studies to better understand event attendance and trends within the sport	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
For the purposes of promoting the club, our events and membership packages.	Images in video and/or photographic form.	We have a legitimate interest in promoting the Club for the benefit of current and future members
To comply with health and safety requirements	Records of attendance.	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 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 have an obligation 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.

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 effect as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. **DIRECT MARKETING**

The Club will not engage in any Direct Marketing.

6. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share personal information with the following parties when we are legally required to do so.

- **The Government or regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.
- **We will also share such details as are appropriate with those responsible for the administration of the Club**

7. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The Club will not transfer your personal information internationally.

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

The Club will retain your personal details whilst a member of the Club. Personal details submitted as a result of entry to any race or event will be held for 4 years after that event has been completed or, if there has been an accident involving a competitor under 18 years of age, then for 4 years after the date that that competitor has attained the age of 18 years.

In the case of Club history/Club race records, personal details will be held for the period that record remains, even after leaving membership of the Club.

Exceptions to this rule are:

- 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 by using the details set out in the "**Contacting us**" section below.

9. **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 either to you or another service provider;
- and

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 us to resolve your complaint first.

10. **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.

11. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please e-mail 'dataprotection@worthingexcelsior.co.uk'

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