

## **Privacy Policy**

### **Personal information we keep about members**

In order for the club to function we keep information on our members on a third party cloud based application called MemberMojo. This may include:

- Name
- Title
- Postal address
- Date of birth
- Home telephone number
- Mobile telephone number
- Emergency contact details
- Email address
- Subscription category (individual, joint or life)
- Eligibility for concessionary subscription
- Year of joining the club
- Whether a subscription has been paid for the current year
- Membership category (Honorary or senior)
- Second-claim or not

Minutes of meetings and other records of decisions may include your name and other information about you.

MemberMojo's privacy policy may be found [here](#).

Whilst outside of the clubs remit members can also enter their details in Pumble and Strava. Their privacy policies can be found [here](#) and [here](#).

### **Personal information we keep about prospective members**

This will include:

- Name
- Email address

It may include:

- Postal address
- Gender
- Home telephone number
- Mobile telephone number

- Date of Birth

### **Other information we keep**

We will keep details of results, times and points for members taking part in competitions.

### **Security of personal information**

Personal information on members and prospective members is kept securely within MemberMojo. It is accessible only to club officers who have the relevant passwords. The level of access - read-only, edit etc. - will be the minimum needed for the officer to perform their task. Information will not be shared with other third-parties nor with other club members. Club officers with access to the information have been instructed that, while they may process the information on their home or other systems, they must not keep copies of it on such systems once that processing is complete. The information will be processed only by club officers and not by third parties.

### **Use of contact information**

Contact information, in particular email addresses, will be used solely for the purpose of communicating information about club events, club business and other information felt to be of interest to members of a cycling club. It will not be used for marketing purposes nor will it be passed to third parties.

### **Subject access requests**

Under the GDPR members have a right to request access to the information we hold about them. Such requests will be responded to within one calendar month as stipulated by the rules. Requests and response times will be logged. Requests should be sent to the [club secretary](#).

### **Data Retention**

Members leaving the club may request that all information held about them should be deleted immediately. Requests should be sent to the [club secretary](#). In any case such information will be deleted within five years.

GDPR also gives the right for current and previous members to be forgotten. Requests to be forgotten will be processed within a calendar month and requests should be sent to the [club secretary](#). Note that any existing members requesting the right to be forgotten will also have to have membership terminated.

### **Club Website**

The website is used to publicise the club and its activities. Apart from the area specifically reserved for members, all information on the website is publicly accessible. If you have taken part in club activities your name and image may appear on the website. If you do not wish this to happen you should [contact the club secretary](#).

### **Policy Changes**

The club reserved the right to change this policy at any time. All members will be notified of this such changes as soon as they come into force.

### **Complaints**

Last updated – 13/3/2025

You have the right to take any complaints about how we process your personal information to the Information Commissioner: <https://ico.org.uk/concerns/> Tel. 0303 123 1113. Information Commissioner's Office

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