



## **SWCC Privacy Notice**

Sleaford Wheelers Cycling Club takes your right to privacy very seriously. As members you will benefit from all that being part of a club brings you. We hold limited information on our membership for the purpose of running the club.

### **What Information Do We Hold?**

The club holds your personal information, which you provide at the time of joining the club. The information you provided us with consists of the following:

- First Name
- Last Name
- Postal Address
- Email Address
- Telephone Numbers
- Date Of Birth
- Gender
- Emergency Contact (name and telephone number)
- Relevant Health Details

### **Where is the data held and who has access?**

This data is held in a password protected file on the Club Secretary's Personal PC backed up to Microsoft Cloud. It is only accessible to the club Secretary, who maintains the records.

### **What is your information used for?**

Your information is only used for club matters. This includes maintaining the membership records and subscriptions; managing club groups such as the Facebook Members Group and SWCC Strava group and checking that membership is up to date when race results are submitted. Your email address is only used by the club Secretary to send club related emails and subscription reminders. These emails sometimes contain details of third-party events which directly relate to the club, but at no time are your addresses passed on to a third party.

As a club member your information may be shared on the club website, social media pages or in emails sent by the club. This data will only be shared in the event that either you are a club volunteer, have participated in a race or challenge event or have recorded a major achievement. This data will be limited to your name, race results (if applicable) and details of your achievement. Limited further information about you may be included; for example, whether you have participated in a juniors' race or a women's race.

### **How long will your data be held?**

We will hold information about you in our data system only for as long as we need it for the purpose for which we collected it, which is as follows:

- As long as you are a member of Sleaford Wheelers Cycling Club or continue to participate in events organised by Sleaford Wheelers Cycling Club.
- For a maximum of 3 years after your membership of Sleaford Wheelers Cycling Club has ended or after your activity in events run by the club ends.

### **Who can I contact if I have a question?**

The Secretary (as listed on the website) should be contacted on any matter relating to GDPR and the club's procedures.