

Scope

This document provides you with information about how we are handling, or intending to handle, your personal information.

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

About us

Darlington Cycling Club ("DCC") is committed to protecting and respecting your privacy and complying with the principles of applicable data protection laws. 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. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Under the GDPR (General Data Protection Regulation) DCC do not have a statutory requirement to have a Data Protection Officer. The person responsible for ensuring that DCC discharges its obligations under the GDPR is the Chairman of the DCC committee.

Collection of personal data

DCC may collect and/or create or otherwise obtain and process the following data about you:

- Information about you that you provide by filling in forms (whether paper forms or online via the DCC website) while entering events held under the jurisdiction of DCC or when you register for activities promoted by DCC.
- Information that you provide on your DCC profile page on the DCC website.
- Information contained in an accident report form should you be involved in an accident in a Cycling Time Trials (CTT), Cycling UK (CUK) or British Cycling (BC) event or be associated with or a witness to such an accident, and any associated bodies
- Information about emails and other communications we have sent to you and your interaction with them.
- We may use a photograph/s of you taken at a DCC event for promotional purposes. If you object to your photograph being published, please notify a member of the DCC Committee in writing.

Your data is stored in a password protected file in the cloud service Dropbox and is available to members of the DCC Committee for the purpose of managing DCC matters.

Uses made of your information and the basis of processing

DCC will use your personal information to:

- Authenticate you when you register on our website / forum
- Manage your membership with DCC
- Maintain your current contact details including next of kin.
- Publish and maintain a set of results and rankings relating to the sport of time trialling

DCC will not release any of the personal information we collect from you to 3rd parties other than as required by our affiliation to Cycling UK, Cycling Time Trials and British Cycling and associated bodies.

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

DCC 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 to our website from your device. Any transmission is at your own risk.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the DCC website, you are responsible for keeping this password confidential. We ask you not to share such a password with anyone.

Recipients of personal data

We will not share your information with 3rd parties other than:

- **Governing bodies of cycling** – British Cycling, Cycling UK, Cycling Time Trials and associated bodies - to assist in event management and disciplinary issues or other issues if so requested;
- **UK Anti-Doping** – to conduct effective anti-doping measures
- **Sports results agencies** - to collate results and reports for the CTT website on behalf of CTT and for the national press

Data retention period

We will hold information about you in our data systems for record purposes for a period of 12 months after your membership lapsing, unless you request that we delete such data earlier than this, or there is a requirement to hold the information for longer – e.g. in the case of an accident or junior members being involved.

The data subject's rights

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

- **Right of access** - You have the right to obtain a copy of information we hold about you
- **Right of rectification or erasure** - If you feel that any data that we hold about you is inaccurate, you have the right to ask us to correct or erase it.

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.

How to contact us

If you wish to contact us about your personal data or exercise any of the rights described above, please email a member of the DCC Committee.