

Privacy Notice for Truro Cycling Club (TCC)

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More information can be found here <https://gdpr-info.eu/>

1. What personal data does TCC collect & What is this personal data used for

The data we routinely collect includes members' names, addresses, telephone numbers, email addresses and how and when member payments are received. We do not collect financial details of members. We use members' data for the administration of your membership; the communication of information, and the organisation of events.

2. Who is your data shared with?

Your data will be available for use by the **TCC Secretary** and **Membership Secretary** as Club Committee Members. They are not free to pass this on to other organisations. Your personal data is not passed on by us to any other organisation **without your prior permission**

3. Where does this data come from?

Data for most of our members comes from them when they join. It also comes from expressions of interest in our club or cycling in Truro, this includes when guests join our organised rides or attend events such as charity rides.

4. How is your data stored?

This information is mainly stored in digital form on computers, but also on paper forms.

5. Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The responsibility for ensuring **TCC** discharges its obligations under the GDPR is the **TCC Committee** and specifically the **Club Secretary and Membership Secretary as joint data controllers**

6. Who has access to your data?

Only the **TCC Secretary and Membership secretary** have access to members' data in order for them to carry out their legitimate tasks for **TCC** as **joint data controllers**. Other committee members of **TCC** may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

7. What is the legal basis for collecting this data?

TCC collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation and participation in a recognised and competitive sport.

8. How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact **TCC Secretary or Membership Secretary or email admin@truro.cc with your request** You can contact us with a "[Subject Access Request](#)" if you want to ask us to provide you with any other information, we hold about you. If you are interested in any particular

aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

9. Does TCC collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”.

The only data we record and categorise as special data relates to the health of junior members after explicit consent from their parent or guardian. If you wish to change this data on your record you can do so at any time by contacting **TCC Secretary or Membership Secretary or email admin@truro.cc with your request**

10. How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- a. You could maintain your TCC membership with your correct name but with limited contact details. You could for example simply maintain an up-to-date email address, but of course this would limit what we are able to provide you with in the way of written information, so for example you would not be able to get a *newsletter* in printed form or any other benefits that require a mailing address.
- b. You do not need to provide us with your date of birth unless you wish to enter age-limited (junior or seniors) events or gain concessions based on age.
- c. You may choose not to receive information emails from **TCC** (we do not send any out on behalf of other organisations).
- d. Any of these options can be implemented by contacting **TCC**

11. How long we keep your data for, and why?

We normally keep members’ data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member’s contact details entirely on request or after 2 years whichever is sooner.

Historical ranking lists and prize lists are required for archiving purposes and names cannot be removed from them.

12. What happens if a member dies?

We normally keep members’ information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

13. Can you download your data to use it elsewhere?

TCC holds limited personal data and it is not possible to download this data.