Privacy Policy for Kinross Cycling Club

Purpose of Privacy Policy

The purpose of this privacy policy is for Kinross Cycling Club (KCC) to be compliant with the legislation on privacy laws. These General Data Protection Regulations (GDPR) are applicable for large and small organisations including sports clubs. This version of the privacy policy is written with the intention that it be to be clear, readable and understandable.

To become a member of KCC it is a condition that this policy is accepted, when joining KCC via British / Scottish Cycling's . The new or renewing member must click the box to accept KCC's privacy policy

GDPR Administrator

KCC are a "not for profit" cycling club based in Kinross. This means that KCC do not need to appoint a Data Protection Officer (DPO) but will assign the lesser role of GDPR administrator to an established KCC committee member.

KCC has elected committee members to oversee the running of the club. These committee members are elected at the club's Annual General Meeting (AGM). KCC also has a sub committee to oversee the running of the club's annual sportive. The Sportive-Kinross has its own Privacy Policy see Sportive Privacy Policy

The GDPR administrator can be contacted via gdpr@kinrosscyclingclub.co.uk

Why does KCC collect Personal Data

Personal data is collected for the purposes of managing the club effectively and the data collected will only be used for the purpose it was collected for.

Examples of the purposes for collecting the data includes (but not limited to) …

- KCC annual membership fees
- Organising Club rides
- Organising Club events
- Volunteering for Club and non-club events
- Contact details of entrants to the Sportive-Kinross. (further detailed in the S-K privacy policy)

What information we collect

Examples of the type of personal data collected for the running and management of the club include (but not limited to) …

- Members Contact details: Name, home address, email address, phone numbers.
- Member's emergency Contact Details
- Members Gender and Date of Birth
- Members Primary Club (KCC or Other)
- British (Scottish) Cycling membership number
- ip address of digital devices

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How the Personal Data was collected and its Accuracy

KCC uses the personal data that has been entered by individual when they created their personal account with British / Scottish Cycling and took out a KCC membership.

As this data cannot be changed or updated by any anyone other than the individual account holder, the **accuracy** of the data used by KCC, is the responsibility the individual account holder.

How is Personal data Processed

KCC will when required, download personal data from British / Scottish Cycling and process that data for the purposes of administering the running of the clubs and its activities.

KCC uses software tools to facilitate the running of the club. The following list are some of those tools (but not limited to) and all of which, are GDPR compliant

- **British / Scottish Cycling:** Controllers of the members personal data which KCC use as the master list.
- **Microsoft Teams:** Tool used by the Main committee and Sportive Organiser to host KCC meetings and stores files related to running of the club.
- **Entry Central:** Used for entry to the Club's Sportive and booking club events such as Velodrome trips and awards evenings.
- **Spond:** Used for booking places on club rides and other club events
- **IONOS:** Provide a professional Web Hosting Service for the Club.
- **SendBlaster:** Software tool which is allows bulk emails to be sent to members. (each individual's email address is hidden from each other)
- **TurboSMTP:** Provide a professional Simple Mail Transport Protocol (SMTP) service for sending emails.

Data Security

Whilst processing the personal data, KCC will endeavour to ensure that all 'appropriate technical and organisational measures' are taken to ensure the data is held and transported securely. The measures shall include passwords for electronic devices, encryption for electronic transportation.

KCC's website, has an article on its home page explaining how members can hide their personal data from all non KCC admins

How long do we keep your data

KCC will retain the personal data of its members each year that an individual renews their KCC membership.

KCC will also retain the personal data of individuals who do not renew for a maximum of 3 years after their KCC membership expired, after which it will be deleted. Reasons include (but not limited to) checking when expired members contact the club with the view they are still members plus administering the Sportive Volunteer Rule .

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Individual Rights

Right of Access

Individuals have the right to access the information on them held by KCC. This can be done by contacting the GDPR administrator via gdpr@kinrosscyclingclub.co.uk

Right to Rectification

Individuals have the right to rectify their personal date used by KCC. For that to happen, that individual is responsible for …

- Updating their data personal data in their British / Scottish account
- informing KCC via the membership secretary membership@kinrosscyclingclub.co.uk

Right to Erasure

An individual has the right to request that their personal data be erased (also known as right to be forgotten). This right is not absolute and can be refused. Requests should be sent to the GDPR administrator via gdpr@kinrosscyclingclub.co.uk

If a "Right to Erasure" is agreed by the GDPR Administrator then the individual requesting that right to erasure, should understand that this impacts the effective management of the Club and as such the individual can no longer be a member of KCC and no refund on their membership will be granted.

Updating the Privacy Policy

KCC have the right to update this privacy policy at any time. The policy will be published on the Kinross Cycling Club website and KCC members will be notified of the updated policy on the website's "Latest News" section.