

ECCA DATA PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information from our member clubs, how we use it and how we keep it secure and their rights in relation to it.
- 1.2 We may collect, use and store personal data, as described in this Data Privacy Policy and as described when we collect data from our clubs.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (<http://www.easterncounties.org.uk>) regularly for any amendments.
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold.

2. Who are we?

- 2.1 We are the Eastern Counties Cycling Association. We can be contacted via the Association's Secretary.

3. What information we collect and why.

3.1 Type of information -

Club Secretaries, Marshalling Secretaries, Event Organisers - name, address, telephone numbers, and email address(es),

Riders who enter the Association's events - name, gender, age or age category, email address(es), the name of the affiliated club or team of which they are a member and their personal best results, finishing time and/or position.

- 3.2 **Purposes** - Managing the Club's membership of the Association. Managing the marshalling duties of our events. Publishing start and result sheets of our events.

- 3.3 **Legal basis of processing** - Performing the Association's contract with Member Clubs. For the purposes of our legitimate interests in operating the Association.

4. How we protect your personal data

- 4.1 We will not transfer personal data outside the EU without consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where information is transmitted to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 We will notify clubs promptly in the event of any breach of personal data which might expose their members to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell personal data. We will not share personal data with any third parties without prior consent (which can be withheld) except where we are required to do so by law.

6. How long do we keep your information?

6.1 We will hold personal data on our systems for as long as your club is a member of the Association and for as long afterwards as it is in the Association's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing personal data.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- a) to access your personal data
- b) to be provided with information about how your personal data is processed
- c) to have your personal data corrected
- d) to have your personal data erased in certain circumstances
- e) to object to or restrict how your personal data is processed.
- f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire. SK9 5AF