

## Privacy Policy

This policy describes the way that Wigan Borough Community Cycling Club (WBCCC) deals with the information and data you provide to us.

We will process any personal information provided to us in the manner set out in this Privacy Policy. Information may be provided via your membership application form, our website (trails4us.co.uk), your contacts with us or through social media.

By accepting this Privacy Policy you agree that you understand and accept the use of your Personal Data as set out in this policy.

Your Personal Data is information that relates to you as an identifiable person.

### Protecting your Personal Data

Your Personal Data is protected by the law, the General Data Protection Regulations. The law states that we can only process your Personal Data when there is a genuine reason to do so. WBCCC aims, therefore, to limit your Personal Data to the minimum required in order that we may maintain contact with you.

### The Personal Data we collect and process

What we collect	How it's justified	How we use it
Your name, email address and contact number	Your consent	<ul style="list-style-type: none"><li>To maintain our membership records</li><li>To make contact with you and inform you about meetings and events</li></ul>
Records of correspondence with you whether via our website, email, social media or other means	Your consent	<ul style="list-style-type: none"><li>To respond to you when you require support or information</li></ul>
Details of your visits to our website including traffic data, location data, weblogs and other communication data	Your consent	<ul style="list-style-type: none"><li>To determine whether our website is serving the needs of our members and potential members</li></ul>

### How we protect your Personal Data

Your electronic Personal Data is held on a single database secured by internet security software. A back up copy of the database is held on a computer that is not connected to the internet.

Your membership application form is kept on file and stored securely.

Any Personal Data transferred by email is deleted by both the sender and receiver immediately the receiver has confirmed receipt of the information.

### **Sharing your Personal Data**

WBCCC does not share your Personal Data with any other organisation.

The Personal Data provided on your membership application form is shared with our Data Protection Officer and members of the WBCCC Steering Group.

### **How long we keep your Personal Data**

The Personal Data provided by guests will be deleted after 3 months, or sooner if requested.

The Personal Data provided by members will be retained until your membership ends.

All unpublished Personal Data will be deleted from our records and written documentation will be securely disposed of, unless there is a requirement to retain such data for legal reasons.

### **Your rights over your Personal Data**

We will assist you if you choose to exercise any of your rights over your Personal Data, including:

- Withdrawing your previously granted consent, however, this will not invalidate any previously consented Personal Data that has been processed
- Lodging a complaint with any relevant Data Protection Authority
- Access to your Personal Data that we hold or process
- Correction of any Personal Data that is incorrect or out of date
- Erasure of any Personal Data that we process
- The ability to object to any processing of Personal Data where we are doing it for legitimate reasons

If you wish to exercise any of these rights you may do so by contacting our Data Protection Officer via our website.