

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, volunteers and participants in Guernsey Velo Club LBG (GVC) events including GVC Juniors and GVC Delancey Flyers, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website www.gvc.gg regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your 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 about you.

2. Who are we?

2.1 We are Guernsey Velo Club (LBG). We can be contacted at Guernsey Velo Club LBG, Clair de Lune, Village Rochelle, Rue Des Goddards, Castel, Guernsey, GY5 7BP email@ GVCsec@googlemail.com

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone number(s), e-mail address(es). Date of birth, racing category, and state of general health	Managing the Member's Membership database of the Club. www.webcollect.org.uk	Performing the Club's contract with the Member.
Member's name, telephone number(s) and e-mail address(es)	Managing the online Duty Roster (Dutyman - https://dutyman.biz/)	For the purposes of our legitimate interests in operating the Club. The member's details are visible only to logged in members of the Club. Contact details can be hidden at the member's discretion by selecting 'exdirectory' in the 'Update Contact Details' section.
Member's name, telephone number(s) and e-mail address(es)	Managing Subscriber details to all other databases Mailchimp.com	To meet requirement of GDPR to obtain club members consent to communicate with the member
The names and ages of the Member's dependants	Managing membership categories which are age related	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
The Member's name, age, gender, age category and race category	Managing race entries and race results. Sharing race results with other clubs, class associations, and	For the purposes of our legitimate interests in holding races and events for the benefit of members of the

	British Cycling, and providing race results to local and national media. Either via www.webcollect.org.uk www.webscorer.com www.mylaps.com or google forms and google spreadsheets and the clubs computerised timing system.	Club, promoting the club and operating the Club.
Photos and videos of members	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Members email address	Sending emails for promotion of GVC organised events, updating members on the status of events or advising members of important news updates in relation to club activities	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EEA without your consent, please note that the servers of Mailchimp, Webscorer and Mylaps may be based outside of the EEA. By giving us your consent to use your data you consent your data being transmitted to these organisations.

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. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your 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 your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

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 Data Protection Commissioner:

www.dataci.gg

01481 742074

The Office of the Data Protection Commissioner

Guernsey Information Centre

North Esplanade

St Peter Port

Guernsey GY1 2LQ

For more details, please address any questions, comments and requests regarding our data processing practices to gvcsec@googlemail.com