

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 new European legislation on privacy laws. These General Data Protection Regulations (GDPR) are applicable for large and small organisations including sports clubs.

GDPR Administrator

KCC are a cycling club based in Kinross who are a “not for profit” club. 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 “main” elected 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 main committee can be contacted via committee@kinrosscyclingclub.co.uk

What information we collect and why

KCC uses 3rd party organisations British Cycling (BC) and Entry Central (EC), who are both GDPR compliant, to manage the following (but not limited to) payments

- KCC annual membership fees (BC)
- KCC Members & Volunteer entry to the Sportive Kinross
- KCC Awards Night
- Velodrome & Social trips

KCC shall use personal data held in BC & EC to administer the running of the club. An example of some of the personal data used by KCC to run of the club are listed below.

- **Contact details:** Name, home address, email address, phone numbers.
- **Gender, D.O.B. :** To determine
- **Primary Club:** used for our club benefits
- **Emergency Contact Details:** Safety reasons
- **British Cycling membership number:** The KCC membership is the same as BC number

An individual has the right to see the full list of the personal data held by KCC. See [Right of Access](#)

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Who else processes your data

Where is your data

KCC uses software tools to facilitate the running of the club. The following list are some of those tools (but not limited to)

- **JustHost:** Provide a professional Web Hosting Service, and are GDPR compliant.
- **SendBlaster:** Provide a bulk emailer tool used to contact groups or individuals.
- **TurboSMTP:** Provide a professional Simple Mail Transport Protocol service for sending emails, and are GDPR compliant with their Servers located in Europe.

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

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.

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 i.e. for 2 years after their KCC membership expired, after which it will be deleted. The purpose for holding 3 years of personal data is to administer the Sportive Volunteer policy which was approved at the 2017 Annual General Meeting, the minutes for which are published on the KCC website.

With regards the accuracy of this personal data read section [Right to Rectification](#)

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

As an individual's personal data is held within the British Cycling (BC) which would have been entered via their own BC account, then it is the individual's responsibility to ensure that their personal data is accurate. If an individual needs to update their personal data the individual is also responsible for informing KCC via the membership secretary membership@kinrosscyclingclub.co.uk

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

If a "Right to Erasure" is agreed by the GDPR Administrator then the individual requesting that right to erasure will 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.