



Privacy Policy

This policy explains when and why we **Cyclekarts GB** collect personal information about our members and how we use it, keep it secure and member's rights in relation to it. We are committed to protecting the privacy of our members and whilst we are not required to register with the Information Commissioner's Office, we follow the principles of the General Data Protection Regulation in the managing of information.

Information Collected.

We currently collect and process the following information, which is supplied directly and solely by our members:

Type of information	Purpose	Legal Basis	Shared with
Member's <ul style="list-style-type: none"> • Name • Address • Email address • Phone number 	To enable us to properly manage and administer your membership with the club	Legitimate interest	This information will not be shared with any 3 rd party without specific consent having been obtained
Date membership commenced and ended.	Ditto		
Details of cyclekarts owned or under construction	To enable us to manage our appearances at exhibitions and other events.	Legitimate interest	May be shared with 3 rd party event organisers
Competition results and trophies	To provide a record of member's achievements	Legitimate interest	Member's name only may be shared with 3 rd parties, media.

Information that may be collected from entrants to events:			
<ul style="list-style-type: none"> • Contact details • Cyclekart details 	To enable the communication about, and management of, a club event or appearance.	Legitimate interest	May be shared with 3 rd party event organisers
<ul style="list-style-type: none"> • Medical conditions • Next of kin details 	To ensure appropriate care can be provided by the emergency services, and to advise kin in case of emergency.	Your consent	May be shared with emergency services, first aid providers

Information on websites.

CKGB uses several websites to help co-ordinate the club and to promote Cyclekarting. Any information published by users is considered to be in the public domain.

Type of information	Purpose	Legal Basis	Shared with
User registration contact details	To enable communication with users and operation of the website	Legitimate interest	This information is not shared with 3 rd parties but is stored on platform provider's servers. Users of social media platforms such as Facebook, enter separate privacy agreements with the platform provider.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- That we have a legitimate interest
- Your consent. You are able to remove your consent at any time. You can do this by contacting the Membership Secretary.

Each individual member is responsible for keeping the Membership Secretary informed of changes to their data (eg. Address/telephone number etc).

How we store and protect your personal information

The Membership Secretary will process membership electronically and hold all information on a database kept on a sole-access, password protected computer. A back up copy will be held in a similar manner by the Secretary. Data collected and used specifically for a member's entry into an event will be held by the event organiser and will only be stored whilst necessary for the management of that event, and for the satisfaction of any obligations to our insurers. Information stored to operate websites and other social media platforms is stored on secure servers owned and operated by the platform provider.

Your data protection rights

Under data protection law, you have rights including:

- The right to ask us for copies of your personal information.
- The right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- The right to ask us to erase your personal information in certain circumstances.
- The right to ask us to restrict the processing of your personal information in certain circumstances.
- The right to object to the processing of your personal information in certain circumstances.
- The right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact the Membership Secretary if you wish to make a request.

Changes to this policy.

We may review and edit this policy from time to time. If we make any substantial changes we will notify you by posting an announcement on our website.

Suggestions/complaints

If you have any concerns, suggestions or questions about our use of your personal information, or believe that we are not adhering to this policy, please contact the Secretary at:

Cyclekarts GB

Secretary: Graham Hill

CKGBsecretary@gmail.com

This privacy policy was agreed by the Executive Committee on:

22nd June 2022