

## **PRIVACY STATEMENT**

### **How we use your information**

This notice explains how and why your personal information is used as a member of the Bikefit Surrey Cycling Club ('Bikefit Surrey'). Bikefit Surrey Cycling Club is an unincorporated society which exists for organised social bicycle rides around SE Surrey.

Personal information is information that identifies you as an individual and relates to you. This includes your contact details and details of your relationship with Bikefit Surrey.

The information held about you includes

- Your personal contact details, including your name, address, email address, and telephone numbers
- Date of birth
- Details of family members and emergency contacts
- Information about any disability or medical condition you may have for which we may make appropriate arrangements

The information about you is used:

- to inform you of Bikefit Surrey events and in relation to your attendance at such events
- to facilitate interaction between members of Bikefit Surrey
- to send you information relevant to your activities with Bikefit Surrey
- to comply with legal requirements

You may be contacted by email, telephone, post or text message but only where this is permitted by law. If you tell us that you do not want to be contacted by any of these methods we will respect that.

Video or photographic images may be posted on Bikefit Surrey's internet pages, including their website and social media platforms, provided you have given your consent to do so.

Your information is generally available to officers of Bikefit Surrey and to ride leaders. Your information may be available to other members of Bikefit Surrey if:

- your name appears in a generally available document e.g. the minutes of the annual general meeting
- a member specifically requests to contact you and you have not asked us to restrict the availability of your contact information. Only the information specifically requested and necessary would be provided.

We may share information with third parties if:

- if we are legally required to do so
- if there is an emergency (e.g. if we need to seek medical assistance on your behalf)

With their consent, ride leaders' names and telephone numbers will appear in the public domain for the purpose of showing information about rides in the Bikefit Surrey calendar.

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The legal grounds for using your information are:

- *Consent*: we are using your contact information because you have given consent. You can withdraw your consent at any time. Any use of your information before you withdraw your consent remains valid.
- *Legitimate interest*: we have a legitimate interest in using your name, attendance and transaction history in order to keep records of Bikefit Surrey's administrative and financial activities.
- *Vital interest*: we have vital interest in knowing any information which would be critical to your health and wellbeing, for example if you were to have a medical condition for which you might require immediate medical assistance.

The length of time we may keep your information is:

- for the duration of your membership of Bikefit Surrey and up to one year from your last attendance at a Bikefit Surrey event once you have ceased said membership.

Your rights to your information are that:

- if the information is incorrect you can ask us to correct it
- you can ask what information we hold about you and be provided with a copy, in a computer-legible format if required
- you can ask us to delete any or all information that we hold about you, for example if you have withdrawn consent or where we no longer need that information

If you have any questions about this policy or wish to restrict the use of your information, please contact any Bikefit Surrey ride leader or the membership secretary.