

TANDEM CLUB - DATA PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it, 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 Privacy Policy when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <https://tandem-club.org.uk> regularly for any amendments.
- 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 (<http://www.ico.org.uk>).
- 1.5 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 the Tandem Club. The Club can be contacted through the Secretary, secretary@tandem-club.org.uk. The full contact details for the Secretary are given in every edition of the Tandem Club Journal, which is distributed to all members.

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
<p>Member's name, gender, address, telephone numbers, e-mail address(es)</p> <p>The names and dates of birth of people who are 'family members.' Some members have provided their dates of birth (this is only required for children)</p> <p>All this information is provided by the Member on the membership application or membership renewal form</p>	<p>Managing the membership of the Club.</p> <p>Creating and managing the Club's Membership Database.</p> <p>Contacting the Club Member</p>	<p>Consent.</p> <p>We have a legitimate interest in the information that members have provided and that we hold to operate the Club.</p> <p>The membership application form and membership renewal form state clearly that the information provided to us will be added to the membership data base and used in the running of the Club and seek explicit consent to this. The Member may contact us by e-mail or letter to tell us that they no longer wish their details to be held in the database. This would mean that the Club would no longer have a record of their membership.</p>
<p>Photos and videos of Club members and their bikes</p>	<p>Putting on the Club's website and social media pages and using in press releases.</p>	<p>Consent.</p> <p>The Membership application form and membership renewal form state clearly that videos and photos may be taken during Club rides and Club events and used on the Website, Journal or publicity material and seek consent to this.</p>
<p>Event participant's name, gender, address, telephone numbers, e-mail address, car registration (and date of birth if the participant provides it)</p> <p>All this information is provided on the event booking form</p>	<p>Creating and managing the Club's Event Database.</p> <p>Contacting the participant.</p>	<p>The event booking form states that that the information provided to us will be added to the event data base and seeks explicit consent to this.</p>

4. How we protect your personal data

- 4.1 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.
- 4.2 Please note however that where information is transmitted over the internet this can never be guaranteed to be 100% secure.
- 4.3 For any payments which we take from you online we use a recognised online secure payment system.
- 4.4 We will not transfer your personal data outside the EU without your consent.
- 4.5 We will notify you promptly should we become aware of a 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 Officers and some members of the Tandem Club, including but not limited to the Membership Secretary, Renewals Secretary, Treasurer, Journal Editor and all Regional Officers have access to the Membership Data Base. Their access is on a password protected basis.
- 5.2 We will never sell your data. We will not share your 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 5.3 below.
- 5.3 We may pass your 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. This includes, for example, sharing data necessary to print and distribute the Tandem Club Journal and sharing data necessary to run Club events. However, we disclose only the data that is necessary for the third party to deliver the service and we require 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 regularly 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 data in an archived form in order to be able to comply with future obligations e.g. the exercise or defence of legal claims, the purposes of historical research.
- 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 General Data Protection Regulations (GDPR):
 - 7.1.1 to access your personal data
 - 7.1.2 to be provided with information about how your personal data is processed
 - 7.1.3 to have your personal data corrected
 - 7.1.4 to have your personal data erased in certain circumstances
 - 7.1.5 to object to or restrict how your personal data is processed
 - 7.1.6 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 Information Commissioner:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
<https://ico.org.uk/concerns/> tel: 0303 123 1113.

7.3 For more details, please address any questions, comments and requests regarding our data processing practices to the Tandem Club Secretary, secretary@tandem-club.org.uk or Tandem Club Chairman, chair@tandem-club.org.uk

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