



**NO LIMIT CC**  
**Privacy and Data Protection**  
**Policy**

Produced for No Limit CC

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Written by Caroline Wilson

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## PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and that, for the purposes of data protection, we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to **No Limit Cycling Club**.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Committee has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

## PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership/relationship you have with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- o personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- o date of birth;
- o gender;
- o membership start and end date;
- o records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- o any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- o records of your attendance at any events hosted by us;
- o images in video and/or photographic form and voice recordings;
- o your marketing preferences so that we know whether and how we should contact you.
- o details of next of kin, family members, coaches and emergency contacts;
- o records and assessment of any player rankings, grading or ratings, competition results, details regarding events attended and performance;
- o any disciplinary and grievance information;

## TERMINOLOGY USED IN THE DATA PROTECTION ACT AND UK GDPR

[Personal Data](#) - Under the UK GDPR, personal data covers information which could be used to identify a person (also sometimes called the 'data subject'). This includes for example, a person's name, address, or an identification / file number.

[Special category data](#) - Under the UK GDPR, special category data relates to information about individuals which is particularly sensitive and so needs greater protection before it is shared. This includes for example, information about a person's race and ethnic origin, their health and sexual orientation.

[Lawful Bases for Sharing Information \(UK GDPR Article 6\)](#) - The UK GDPR provides practitioners with a number of lawful bases for sharing information. It is not necessary to seek consent to share

information for the purposes of safeguarding and promoting the welfare of a child, providing there is another lawful basis for the sharing.

[Consent](#) - Consent is also a lawful basis for sharing information in UK GDPR and would cover sharing where the individual has given clear consent for you to process their personal data for a specific purpose. However, the UK GDPR sets a high standard for consent to share information, and requires that it must be specific, time limited and able to be withdrawn.

Consent means offering individuals real choice and control. Genuine consent should put individuals in charge, build trust and engagement. Consent is one lawful basis for processing information, but there are five others. It is important to always choose the lawful basis that most closely reflects the true nature of your relationship with the individual and the purpose of the processing.

Where there is a clear risk of significant harm to a child, or serious harm to adults practitioners should be confident that they can (and should) share information.

Whenever any information is shared it should be proportionate, and a record should be kept of what has been shared, with whom and for what purpose and the reasoning behind it.

## **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

- o information about your race or ethnicity, religious beliefs and sexual orientation;
- o information about your health, including any medical condition, health and sickness records, medical records and health professional information

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that

- o the processing is necessary for reasons of substantial public interest, on a lawful basis;
- o it is necessary for the establishment, exercise or defence of legal claims;
- o it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- o based on your explicit consent.

In the table below’ we refer to these as the “special category reasons for processing of your personal data”.

We may also collect criminal records information about you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

- Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared;
- However, you may still share information without consent if, in your judgement, there is a lawful basis to do so, such as where the safety of a child or adult may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so;

- Seek advice from Board Members if you are in any doubt about sharing the information concerned, this should be done without disclosing the identity of the individual where possible;
- Information sharing should always be necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, that it is shared only with those people who need to have it, that it is accurate and up-to-date, that it is shared in a timely fashion, and that it is shared securely;
- Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

### WHERE WE MAY COLLECT YOUR INFORMATION

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

### USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
<b>Managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you</b>	All contact,, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage your membership contract with us.
<b>To arrange and manage any contracts for the provision of any services or products</b>	Contact details, transaction and payment information.  Records of your interactions with us.	This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us.
<b>To send you information, including details about advanced ticket information, competitions and events, partner offers and discounts and any updates on cycling</b>	Contact details.	This is necessary to enable us to properly manage and administer your membership contract with us.

<b>To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about, events, products and information about our commercial partners</b>	Contact details	Where you have given us your explicit consent to do so.
<b>To answer your queries or complaints</b>	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
<b>Retention of records</b>	All the personal information we collect.	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<b>The security of our IT systems</b>	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
<b>To conduct data analytics studies to better understand event attendance and trends within the sport</b>	Records of your attendance at any events hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
<b>For the purposes of promoting the Club and our events</b>	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.

<b>To comply with health and safety requirements</b>	Records of attendance, CCTV footage and other information obtained through electronic means such as medical information about your health	<p>We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<b>To administer your attendance at any courses or programmes you sign up to</b>	All contact and membership details, transaction and payment data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.
<b>To arrange for any trip or transportation to and from an event</b>	Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	<p>This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<b>To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our sports facilities.</b>	Health and medical information	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.

<b>To gather evidence for possible grievance or disciplinary hearings</b>	All the personal information we collect	<p>We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<b>For the purposes of equal opportunities monitoring</b>	Name, title, date of birth gender, information about your race or ethnicity and health and medical information	<p>We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<b>To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements</b>	Information about your criminal convictions and offences	<p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal



information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

### **DIRECT MARKETING**

**Email and SMS marketing:** from time to time, we may contact you by email or SMS with information about products and services we believe you may be interested in.

We will only send marketing messages to you in relation to our registered sponsors. You can let us know at any time that you do not wish to receive marketing messages by contacting the Board Chairperson.

### **DISCLOSURE OF YOUR PERSONAL INFORMATION**

As a club member your information may be shared on the club website, social media, pages or in emails sent by the club. This data will only be shared in the event that either you are a club volunteer, have participated in a race or challenge event or have recorded a major achievement. This data will be limited to your name, race results (if applicable) and details of your achievement.

We share personal information with the following parties:

- o **Any party approved by you**
- o **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- o **Our Registered Sponsors:** for the purposes of providing you with information on any special offers, opportunities, products and services and other benefits provided by our sponsors
- o **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- o **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

### **TRANSFERRING YOUR INFORMATION INTERNATIONALLY**

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

### **HOW LONG DO WE KEEP PERSONAL INFORMATION ABOUT YOU?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we may retain all physical and electronic records for a period of up to 7 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- o Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example, if you change your phone number or email address. You can contact us via the Membership Secretary.

### **YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- o the right to be informed about how your personal information is being used;
- o the right to access the personal information we hold about you;
  
- o the right to request the correction of inaccurate personal information we hold about you;
- o the right to request the erasure of your personal information in certain limited circumstances;
- o the right to restrict processing of your personal information where certain requirements are met;
- o the right to object to the processing of your personal information;
- o the right to request that we transfer elements of your data either to you or another service provider; and
- o the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

### **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

### **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email the Membership Secretary at [nolimitdncc@gmail.com](mailto:nolimitdncc@gmail.com)

