

West Lothian Clarion Youth Section

Privacy Notice

The West Lothian Clarion Youth Section (WLCYS) cycling club holds information about its members and their parents/guardian. This information is supplied by parents/guardians and is used for the purposes of processing membership of WLCYS, running of the WLCYS and is also passed to the National Clarion Cycling Club as all members automatically become a member of the Nation Clarion Cycling Club on joining WLCYS.

WLCYS are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership WLCYS is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club and update thereafter.

The information you give us may include the following relating to parent/guardian/carers:

- Name, Address, Email address, contact phone numbers

The information you give us may include the following relating to child members:

- Name, Address, Date of Birth, relevant medical notes for the purposes on informing coaches

You may also provide other data associated with attendance at WLCYS events. We additionally hold information on attendance at club sessions and we track payments of fees.

Why we need your personal data

The reason we need your your personal data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions. This includes noting to coaches of relevant medical information regarding a child at the beginning of any training session.
- sharing personal data with club coaches and committee members to enter events.
- sharing personal data with facility providers to manage access to facilities.
- sharing personal data with leagues other competition providers for entry in events.

For reporting purposes

- to monitor attendance at club sessions for the purposes of managing the number of coaches, and ensuring attendance meets minimum club policy
- analysing anonymised data to monitor club trends

For membership and club management

- processing of membership forms and payments
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events
- club newsletter, information emails promoting club activity
- publishing of race and competition results

On occasion we may collect personal data from non-members, such as those who are on our membership waiting list or a non-member participant who fills in a health disclaimer or form at a taster event.

Membership waiting list data will be stored only until membership is granted or declined and will be checked annually with the individual supplying the data. Other information will be securely destroyed after the activity for which it was collected has expired. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has a Facebook social media page and a Twitter feed. All members/parents/guardians are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

When your child becomes a member of the WLCYS, they will also automatically be registered as a member of the National Clarion Cycling Club and membership information is shared with them.

National Clarion will subsequently send you membership details.

WLCYS will use the National Clarion Membership database in future to administer our membership and as such National Clarion will be the Data Controller and WLCYS will be the Data Processor.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. We will check data is updated every year on annual membership forms. Any personal data we hold on you or your child will be securely destroyed after four years of inactivity. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

West Lothian Clarion Youth Section
Welfare Officer
May 2018