

newforce Privacy Policy

What Personal Data does newforce process?

The Personal Data (data) we process are members' names, addresses, telephone numbers, email addresses and bank account details. In some cases this data is processed externally under contract. We collect this data directly from our members when they join the club or subsequently.

Personal email addresses of members and non-members who are authorised to access the Forums on the website are also processed.

What is this data used for?

We use members' data for the administration of your membership and the occasional communication of matters material to your membership such as renewal notices or for the administration of the Forum. Committee members email addresses are used to contact them in that role.

We do not use data for direct marketing purposes.

With whom is your data shared?

Your data is shared with our payment processing and web hosting service providers. These providers have stated Privacy Policies that meet the requirements of the 2018 Data Protection Act.

The names only of ride leaders are shared with Cycling UK in order to meet the requirements of our insurance cover from Cycling UK.

Data is not otherwise passed on by us to any other organisation except where we may have to comply with a legal obligation to do so.

How is your data stored?

Data in digital form is stored on the password protected personal computers of club officials and their backup media and on service providers' secure servers.

Paper records are stored in secure physical locations.

Who is responsible for ensuring compliance with the relevant laws and regulations?

The 2018 Data Protection Act requires we have a Data Controller responsible for setting a Privacy Policy that ensures regulatory compliance. The Data Controller is the newforce Committee that approves this Privacy Policy.

The policy will be reviewed annually.

Who has access to your data?

The Membership Secretary has password protected access to data on the members' database, the Membership Secretary, Club Secretary and Treasurer have password protected access to some data held by the contracted payment processor.

Forum administrators have password protected access to Forum members email addresses.

Members of the Committee have access to other Committee members email addresses in order for them to carry out their legitimate tasks for us.

Sub-contractors of newforce may be given access to data for specific tasks such as invoicing.

What is the legal basis for processing this data?

newforce processes data on the basis of a *legitimate interest* necessary for the functioning of the club. See also 'What is this data used for' above.

How you can check what data we have about you?

You should contact the Membership Secretary if you want us to provide you with the type of Personal Data we hold on you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does newforce process any Sensitive Personal Data?

The 2018 Data Protection Act defines Sensitive Personal Data as "special categories of personal data". We do not process any Sensitive Personal Data.

How can you ask for data to be removed, limited or corrected?

Ask the Membership Secretary. Note that if you ask for a complete cessation of the processing of your data by us this will result in your membership being cancelled.

For how long do we keep your data, and why?

We keep members' data for up to a year after their membership has lapsed in case they later wish to re-join. However, we will delete any member or former member's data entirely on request by the member or when it is drawn to the attention of the Membership Secretary that a member has passed away.

Financial records held by our payment processor will be held in accordance with their Privacy Policy. Any financial records held by newforce will be kept to meet our legal obligations.