



## **CYCLE SEAHAVEN – GDPR Privacy Statement**

The **ico** (Information Commissioner's Office) on behalf of the UK government have updated the manner in which personal information is handled. Cycle Seahaven are required under this new legislation, effective 25 May 2018, to have a Privacy Statement, as shown below, a copy of which is held on our website – [cycleseahaven.org.uk](http://cycleseahaven.org.uk)

- 1) Cycle Seahaven will ensure data is accurate and old records will be deleted. It collects and maintains the following personal data relating to club members; name, address, phone numbers, email addresses and membership payment details. All data held is password protected.
- 2) Members' data is solely used to record current membership details, to send information to members that may be of interest to them concerning club activities, (including photographs), regular newsletter and other relevant information
- 3) Cycle Seahaven members' data will only be retained on record for the duration of their membership and all data will be deleted if a member decides to cease membership.
- 4) The Membership Secretary for Cycle Seahaven will act as the dedicated GDPR Data Protection Officer he/she will be responsible for maintaining club data records. The Membership Secretary may as required produce for the committee and any event organisers, a list of members with contact details for club activities.