



# CYCLE SEAHAVEN PRIVACY POLICY

Cycle Seahaven (CSH) is required under GDPR law to have a Privacy Policy, written for both processors of personal data and individuals whose data is processed. As GDPR legislation is technical we are guided by Cycling UK.

CSH may collect data in a variety of ways: membership contracts; payments; ride attendances; enquiries: consents/preferences. This is processed in accordance with the purpose for which it has been collected, securely stored with password protection, and retained for as long as is considered necessary for purpose(s).

CSH member's personal data will be deleted after their membership ceases, and guest personal data will be securely stored for 3 years before erasing. Other data held for longer periods are for legal purpose, eg Incident Forms.

CSH Membership Secretary acts as the dedicated GDPR Data Protection Officer, responsible for maintaining club data records which he/she may be required to produce for the Committee or event organisers. The personal data available to other CSH volunteers is determined by their role. CSH Chair is responsible for ensuring all volunteers who handle data are familiar with GDPR's six main principles: *Lawfulness, fairness, and transparency*; ▪ *Purpose limitation*; ▪ *Data minimisation*; ▪ *Accuracy*; ▪ *Storage limitation*; ▪ *Integrity and confidentiality*, and a seventh principle acting as an overarching requirement: ▪ *Accountability*.

GDPR grants everyone the right to expressively request not to be photographed. CSH membership forms contain an opt in/out tick box for photos to be taken that might be published on club social media pages/website/newsletter. During rides, CSH leaders request permission to take photographs when a person is the main/individual focus of the picture, or obtain parental/guardian consent when photographing youths. Ride leaders are not responsible for others taking photographs.

CSH will never sell your information to third parties or share with another organisation for its own marketing purposes. Data protection is everybody's responsibility, so please help our Club conform with GDPR laws by completing CSH forms regarding your membership preferences, and advising of any personal data change, eg home address, etc.

Revised April 2026 (V2)