

## *Alford Wheelers Privacy Policy*

**This document explains when, what and why we collect personal information about you; how we use it; how we keep it secure and your rights.**

**Personal data is collected by the individual completing a Alford Wheelers Club membership form.**

**A Parental Consent Form is completed and signed by a Parent or Guardian of any individual under the age of 18 in addition to the Club Membership Form.**

**Both Club Membership and Parental Consent Forms collected and stored by the Alford Wheelers Club Membership Secretary.**

**Personal data from the Membership Form is recorded and stored in a computer data base - generally accepted standards of technology and operational security to safeguard and secure the information we collect are in place**

**Personal data is used only for club communication and competitions.**

**We will not sell, distribute or lease your personal information to third parties.**

**We normally keep your membership information for a year after you have ceased to be a member of the Club. If on leaving the Club you wish to have your personal data deleted sooner than this, then contact us.**

**As a club member 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. Limited further information about you may be included; for example, whether you have participated in a juniors' race or a women's race.**

**A record of your involvement in Club activities (e.g. race results, records and trophies) may be held indefinitely as part of the Club's history and archives.**

***Any club member has:***

***The right to request a copy of the information that we hold about you.***

***The right of access to one's personal information***

***The right to correct, rectify, block or erase information which is regarded as wrong information***

