

The organisation collects and processes personal data relating to its service users to manage service provision. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about you. Some of this information is mandatory in order to use our services, for safeguarding and medical reasons. This includes:

- the name, address and contact details, including email address and telephone number, of both the service user and a parent/guardian/caregiver.
- date of birth and gender
- registration of attendance at adapted cycling sessions
- information about medical or health conditions, including whether or not the service user has a disability for which the organisation needs to make reasonable adjustments

The organisation uses a Registration Form to collect this data, which is then securely stored in line with our fully compliant GDPR procedures described in our GDPR policy.

Why does the organisation process personal data?

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example to comply with health and safety laws and safeguarding regulations.

In other cases, the organisation has a legitimate interest in processing personal data. Processing data allows the organisation to:

- evaluate and improve its services to ensure that the provision is always of the highest standard.
- demonstrate and evidence to funders that their money is being used in an effective and prudent manner.
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities and meet its obligations under health and safety law.
- comply with insurance requests.

Who has access to data?

Your information may be shared internally where it is required to provide the service, including with relevant volunteers and the Board of Trustees.

In certain very limited cases the organisation shares your data with third parties in order to fulfil its safeguarding obligations

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Please ask for a copy of our full GDPR policy which details our Data Protection Procedures.

For how long does the organisation keep data?

The organisation will hold your personal data for the duration of the time that the Service User uses the service, plus a period of two years.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact cycallworthing@gmail.com

We do not make decisions on how to process data based solely on automated decision-making.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner. <https://ico.org.uk/>

Reviewed	January 2022 (Trustees)

