



# Exeter Cycling Campaign

## Privacy Notice 21 May 2018

This privacy notice describes how the Exeter Cycling Campaign uses and protects any personal information that you give the Campaign. Exeter Cycling Campaign is committed to ensuring that your privacy is protected.

Data protection legislation covers everyone about whom the Campaign keeps personal data. This includes volunteers, members, supporters, donors and others, and the Campaign takes seriously its responsibilities regarding collection and storage of their personal data.

The Campaign may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

For the purpose of the General Data Protection Regulation, (GDPR), the data controller is the Exeter Cycling Campaign, % Exeter Community Initiatives, 148-149 Fore Street, Exeter EX4 3AN.



## What we collect

We may collect the following personal information:

1. Name
2. Email address or postal address and postcode
3. Phone number
4. Workshops or events attended
5. Expressions of interest in volunteering for the Campaign
6. Application to become a voting member

The data that is captured by the Campaign is primarily user-supplied data.

## How personal data is gathered

Personal details are gathered by the Campaign only with your explicit consent that;

- The details that you provide may be held by the Campaign, and
- That you may be contacted by the Campaign about Campaign activities.

Under GDPR rules children<sup>1</sup> under 13 cannot give consent. For children under 13, we will ask for consent from a parent or guardian for the child's personal data to be recorded by the Campaign.

## Finding out about your personal data

You have the right to request details about what data the Campaign holds on you, why the data is being processed and whether it will be given to any third party.

For example, you may make a request if;

1. you believe that any information we are holding on you is incorrect or incomplete,
2. you wish your data to be erased
3. you wish to restrict the processing of your data
4. you have concerns about data portability
5. you wish to object to the way that the Campaign processes your data
6. you have concerns in relation to automated decision making and profiling of your data
7. you wish to know how the data is being processed

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<sup>1</sup> [ICO GDPR guidance - children](#)

8. you wish to know whether it will be given to any third party

If you would like a copy of the information held on you please write to us or email us as soon as possible, to the address shown on our website contact page<sup>2</sup>.

The Campaign will comply with your right to be given this information in a permanent form (hard copy), within one month of receipt of the request.

The Campaign's Chair is responsible for ensuring that your request is dealt with promptly and in full.

## **What we do with the information we gather**

The Campaign requires personal information to understand the needs of its members and supporters and to provide you with a better service, and in particular for the following reasons:

1. Understanding how to improve our campaigning for cycling for everyone in and around Exeter
2. Keeping membership records
3. We may use the information to improve the administration of the Campaign
4. We may periodically send newsletters or emails about Campaign activity or other information which we think you may find interesting using the email address which you have provided if you have requested these

We will never use your information in connection with commercial offers or promotions.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

## **Where we store your personal data**

The data that we collect from you that is required for email distribution is held in the Campaign's secure electronic database. This is password protected and backed up on-line. No other electronic or paper records are held of personal data.

The data will be processed by Campaign volunteers, for example for maintenance of membership lists and for sending newsletters and other communications.

By submitting your personal data, you agree to this transfer, storing or processing.

Any payment transactions such as donations will be encrypted and processed by trusted third party service providers.

Although we will do our best to protect personal data, we cannot guarantee the security of data transmitted to our site; any transmission is at the individuals' own risk. Once we have received the information, we will use strict procedures and security features to try to prevent unauthorised access.

The on-line Mailchimp platform allows an individual to un-subscribe from periodic newsletters and emails at anytime. A link to allow such un-subscription is appended to each communication.

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<sup>2</sup>[www.exetercyclingcampaign.org.uk](http://www.exetercyclingcampaign.org.uk) [info@exetercyclingcampaign.org.uk](mailto:info@exetercyclingcampaign.org.uk)

## How we deal with data breaches

A data breach is a breach of security leading to ‘accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data’.

The Campaign has procedures in place to detect, investigate and report a personal data breach.

## Responsibility for data protection

The Campaign’s Chair is responsible for protection of the personal data that is held and processed by the Campaign.

For the purpose of the General Data Protection Regulation, (GDPR), the data controller is the Exeter Cycling Campaign, % Exeter Community Initiatives, 148-149 Fore Street, Exeter EX4 3AN.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure the Campaign considers carefully the data protection implications of all if its projects and activities and fundraising.

### Links to other websites

Our website may contain links to other websites of interest. However, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.



