

Belper BC Data Handling Procedures

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Version Control

Version	Name	Date	Change Reason
1.0	Richard Beeston	10/05/18	Initial draft
2.0	Richard Beeston	12/01/22	Rework after move to new website / app
2.1	Richard Beeston	07/02/22	Changes after review
2.2	Richard Beeston	08/02/22	Addition of kit officer wording
2.3	Richard Beeston	12/02/22	Addition of membership data

Executive Summary

The purpose of this document is to describe how Belper BC will deal with sensitive data. This will cover both the procedures for storing and processing data. Data will normally be in the form of membership information.

Procedures

New members and renewals

Membership of the club runs from January 1st to December 31st each year and membership renewal is managed through British Cycling. The link to the British Cycling membership site is:

<https://www.britishcycling.org.uk/club/profile/2131/belper-bc#join>

For renewals, the club will issue a reminder that membership for the year is now due. The payment process for membership and renewals is handled by British Cycling.

Membership data

As we manage membership through British Cycling, memberships are subject to the British Cycling Privacy Policy which can be found here:

<https://www.britishcycling.org.uk/privacynotice>

Belper BC operate its main communications and membership engagement activities via our website and mobile app, accessible via the following:

Domains:

- <https://www.belperbc.co.uk/>
- <https://www.belperbc.com/>

Mobile App:

- WiX FIT - Belper Bicycle Club

To make the most of the website and members app, club members are encouraged to create a profile. The data pertaining to the users' profile is subject to Belper BC Privacy Policy. This policy can be found by selecting the 'Privacy Policy' link which is on the footer of every page on the Belper BC web site.

The club membership secretary holds a record of membership email addresses on the Belper BC Google drive. This data is held in a text file and has limited access to the membership secretary, club secretary and kit officer. The data is held in this way to allow anonymous communications under the club email.

When a club member leaves or indicates that they do not wish to receive emails from the club, their email address will be removed immediately by the membership secretary.

Change of details and access to data

Changes to personal information can be made via the British Cycling website or the Belper BC website. These two sites are not linked so changes are not automatically propagated between them.

Specific requests around what data is being held about a person should be directed to compliance@belperbc.co.uk

Members who leave

Members who leave Belper BC or who do not renew their membership will have their personal data removed or anonymised in accordance with either the British Cycling or Belper BC policies laid out above.

Ordering kit and equipment

Members can purchase items of kit held in stock by contacting the Kit Officer with payments made via BACS transfer to the club current account. The data relating to stock purchases will be managed by the Kit Officer and kept on a password protected spreadsheet held on the club Google drive. Orders for items of kit not held in stock will be done via the website Online Store which links to an Ecwid ecommerce solution. All data relating to kit orders is held in Ecwid which requires club email address and password for access. Configuration of Ecwid and management of orders therein is done by the Kit Officer. No personal information is shared with the kit supplier/manufacturer. The Kit Officer may use the contact information given by members in Ecwid but will not share this information with anyone else. Ecwid also uses this information to send automated emails to specific individual members when the status of their order changes.

Communications

Communications to the members will be done in the following ways:

1. Face to face at events such as club rides, monthly meetings, and AGM's
2. Via social media, for example The FIT Club app, Facebook Belper BC members only page
3. Event creation on the website calendar and on Facebook pages under events
4. Email, either direct or group. Where a group email is being sent to several members. The person sending the email **must use the BCC field** for the recipients rather than the To field. This will ensure that members personal email addresses aren't shared with other members, as they may not wish this information to be shared.

Data breaches

Any suspected breaches in data security should be reported immediately to compliance@belperbc.co.uk.

The data protection officer will then investigate the case and provide feedback and corrective actions accordingly.