

## **Dorset Cyclists Network data protection policy**

**Previous legislation on data protection is being replaced on 25 May 2018 by the General Data Protection Regulation. DCN will ensure that it abides by this regulation and the changes required will be discussed at the AGM on 9 June.**

### **Constitution**

It is proposed that point 3b of the Constitution shall read

“Membership data is held in accordance with the provisions of the General Data Protection Order, 2018. Further details are set out in the Handbook.”

### **Handbook**

It is proposed that the section on Data Protection should be replaced with the following:

1. Previous legislation on data protection has been replaced by the General Data Protection Regulation (GDPR) which applies from 25 May 2018.
2. Dorset Cyclists Network has therefore taken steps to accord with the GDPR.
3. The privacy notice forms part of the Constitution of the organisation.
4. DCN holds names, email addresses and postal addresses of its members for the following reasons:
  5. to enable members to be contacted to inform them of the availability of the newsletters on the website
  6. to contact members to inform them of cycling issues and events or request volunteer help
  7. and for insurance purposes when members are taking part in DCN events or DCN organised cycle rides.
8. DCN committee members are aware of the data held by the organisation. The Membership Secretary has been designated as the Data Protection Officer.
9. Members of the DCN committee and those leading rides on behalf of DCN have been notified of the requirements of the GDPR.
10. The Membership Secretary holds the contact information for all members which may be shared with Coordinators and other committee members if required for DCN purposes. Some financial information may also be held.
11. All data is held securely.
12. All existing members have been contacted via post to ask for express consent to hold their details. Anyone applying to join DCN will also be requested to provide express consent.
13. Anyone wishing to withdraw consent must notify the Membership Secretary that they no longer wish to be a member and request their details to be deleted from the DCN records.
14. Existing members have been contacted by post, to inform them that we will delete all information when they no longer wish to be members, if they inform the Membership Secretary of that. If that information is not given, their details will be held for one year in case of error in renewing membership on their part.
15. DCN does not pass information on its members to third parties.
16. DCN will reply to requests for access to a member's own details within a month, as required by the GDPR.
17. DCN does not ask for details of any children in households wishing to join the organisation. DCN only asks for numbers of cyclists in a household.