



Cycle Club Ashwell

PRIVACY & COOKIE POLICY

SECTION 1: INTRODUCTION

1. By using our site, you consent to this privacy policy Cycle Club Ashwell are committed to safeguarding the privacy of our members and website visitors; this policy sets out how we will treat your personal information that we may collect via our website(s) or other operational processes
2. We are committed to safeguarding the privacy of our website visitors.
3. This policy applies where we are acting as a data controller with respect to the personal data of our website visitors; in other words, where we determine the purposes and means of the processing of that personal data.
4. We will ask you to consent to our use of cookies in accordance with the terms of this policy when you first visit our website.
5. In this policy, “we”, “us” and “our” refer to Cycle Club Ashwell.

SECTION 2: HOW WE USE YOUR PERSONAL DATA

6. In this Section 2 we have set out:
 - a. the general categories of personal data that we may process;
 - b. the purposes for which we may process personal data; and
 - c. the legal bases of the processing
7. We may process data about your use of our website (“usage data”). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths. The source of the usage data is Google Analytics and Matomo tracking systems. This usage data may be processed for the purposes of analysing the use of the website. The legal basis for this processing is our legitimate interests, namely monitoring and improving our website.

SECTION 3: PROVIDING YOUR PERSONAL DATA TO OTHERS

8. The only personal data captured is the ability to add comments to news items on the news page in the members section. There is no where else on the web site that allows personal data to be entered and stored.
9. We may disclose your personal data to our professional advisers insofar as reasonably necessary for the purposes of managing risks, obtaining professional advice, or the establishment, exercise

or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

10. In addition to the specific disclosures of personal data set out in this Section 3, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

SECTION 4: RETAINING AND DELETING PERSONAL DATA

11. This Section 4 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
12. Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
13. We may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

SECTION 5: SECURITY OF PERSONAL DATA

14. We will take appropriate technical and organisational precautions to secure your personal data and to prevent the loss, misuse or alteration of your personal data.
15. We will store all your personal data on secure servers, personal computers and in secure manual record-keeping systems.
16. Data relating to your enquiries that are sent from your web browser to our web server, or from our web server to your web browser, will be protected using encryption technology.
17. You acknowledge that the transmission of unencrypted (or inadequately encrypted) data over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

SECTION 6: AMENDMENTS

18. We may update this policy from time to time by publishing a new version on our website.
19. You should check this page occasionally to ensure you are happy with any changes to this policy.

SECTION 7: YOUR RIGHTS

20. You may instruct us to provide you with any personal information we hold about you.
21. We may withhold personal information that you request to the extent permitted by law.
22. You may instruct us at any time not to process your personal information for marketing purposes.
23. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

SECTION 8: THIRD PARTY WEBSITES

24. Our website includes hyperlinks to, and details of, third party websites.
25. We have no control over, and are not responsible for, the privacy policies and practices of third parties.

SECTION 9: PERSONAL DATA OF CHILDREN

26. Our website and services are targeted at persons over the age of 18.
27. If we have reason to believe that we hold personal data of a person under that age in our databases, we will delete that personal data.

SECTION 10: UPDATING INFORMATION

28. Please let us know if the personal information that we hold about you needs to be corrected or updated. Applicable only to the users that can logon to the site.

SECTION 11: ACTING AS A DATA PROCESSOR

29. In respect of our website hosting company email marketing software, our website hosting company does not act as a data controller; instead, they act as a data processor.
30. Insofar as our website hosting company act as a data processor rather than a data controller, this policy shall not apply. Our website hosting company legal obligations as a data processor are instead set out in the contract between website hosting company and the relevant data controller.

SECTION 12: ABOUT COOKIES

31. A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
32. Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
33. Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

SECTION 13: COOKIES THAT WE USE

34. We use cookies for the following purposes:
35. analysis - we use cookies to help us to analyse the use and performance of our website and services; and
36. cookie consent - we use cookies to store your preferences in relation to the use of cookies more generally.

SECTION 14: COOKIES USED BY OUR SERVICE PROVIDERS

37. Our service providers use cookies and those cookies may be stored on your computer when you visit our website.
38. We use Google Analytics and Matomo to analyse the use of our website. Google Analytics and Matomo gather information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website.

SECTION 15: MANAGING COOKIES

39. Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so varies from browser to browser, and from version to version.
40. Blocking all cookies will have a negative impact upon the usability of many websites.
41. If you block cookies, you will not be able to use all the features on our website.
42. Our details
43. This website is owned and operated by Cycle Club Ashwell.
44. You can contact us by email, using info@ccashwell.com

End