

## ByCycle Data Protection Statement

ByCycle will collect and hold the following information on members to facilitate the organisation of ByCycle and provide additional security to riders on ByCycle organised rides.

Data Collected and Held	Purpose
Name, address, email, phone number	To enable communication with members
Emergency contact, name, relationship and phone number	To provide emergency support for riders on ByCycle organised rides
Additional support offered to ByCycle and source of initial contact	Marketing information to develop ByCycle
Payments	To track subscriptions paid

- A. The data is collected electronically through ByCycle's website. The website states explicitly that members consent to ByCycle holding their data by their submitting it. With the exception of name, email address and payment, all fields are optional.
- B. ByCycle's Membership Secretary holds the primary data, which is password protected, but extracts may be distributed to ByCycle office bearers and others to inform ByCycle members of subjects of interest and particularly forthcoming rides. Ride leaders are provided with Member's emergency contact information before each ride.
- C. The data is held for a maximum of 15 calendar months. Previous year's data is used to inform members that subscriptions are due at the beginning of ByCycle's financial year on 1<sup>st</sup> April in each calendar year. Data will be deleted if members do not renew their subscription within 3 months of the new financial year starting.
- D. Members may find out what data is held and/or request its deletion by contacting any ByCycle official or emailing [ByCyclePerth@gmail.com](mailto:ByCyclePerth@gmail.com). Members may change or update their data by resubmitting the form.
- E. Data will be used solely by ByCycle to further the aims of the organisation and will not be made available to any other organisation.
- F. Occasionally ByCycle may take photographs associated with rides and other events that are published on ByCycle's website, FaceBook page or Twitter accounts. Members consent to their use in this way.