

DHO DATA PROTECTION POLICY

Introduction

The Data Protection Policy is intended to set out an explanation of what we do with any personal information provided to us by members of Downhill Only Club [and visitors to the www.downhillonly.com website]

The Club's responsibility

- The Downhill Only Club keeps a record of:
 - members' personal contact details, dates of birth, nationality and bank account information for membership purposes
 - the names of members who participate in races and social events
 - the results of races
- The Club will also from time to time have photographs and videos of members. We may publish images in the Club's Journal or on our website and social media (including videos). We may also images but not names on advertising material for the club.
- Individuals who have access to information will be limited and approved by the Downhill Only Club Board of Directors and General Committee.
- The Downhill Only Club will not pass personal details to any other company or interested party. The Club is committed to the principles and practices of data protection as laid out in the Data Protection Act 2018, subordinate and related legislation and codes of practice and other official guidance.
- Persons supplying personal data to be held by the Club must be made aware of the purposes for which it is held and used, and provide their consent to do so. Only personal data that is really needed will be obtained.
- Consent should also be obtained for the use of photographs of members (with or without their names), and/or members' children (persons under the age of 18), on the Club Website, in the Club Journal, on social media, or in any promotional material. Access to personal data will be restricted to authorised individuals nominated by the Club's Board of Directors and General Committee. Authorised individuals using information provided by the Club, can only do so in connection with their work with the Club. Such individuals will have a responsibility to ensure that the information is retained securely and used appropriately. No disclosure of personal data must be made to another party unless the Club is obliged to disclose such information by a rule of law.
- The Data Protection Act requires that personal data shall not be kept for longer than is necessary for its purpose. Therefore cancellations of membership, amendments of details and deletions will be carried out as a matter of priority. Please note, we keep subscribers information for six years after the last financial year that any payment is made to the club in order to comply with HMRC regulations.

- This policy will be achieved through appropriate management and the strict application of criteria and controls. All persons having access to such material will follow good data protection practice and must handle personal data responsibly. They will have a responsibility to ensure that the information is retained securely and used appropriately.
- The General Committee will appoint a Data Protection Officer with responsibility for implementing and monitoring this policy.

Member's responsibility

- It is every member's responsibility to make sure that the information that he/she shares with the Club is, so far as it is possible, accurate, valid and up-to-date.
- The Club's nominated Data Protection Officer is required to satisfy himself/herself through monitoring and audit, as appropriate, that the information is accurate. Where it appears that the information may be inaccurate, the matter must be reported and rectified as soon as possible.

Journal, Website, Social Media Pages and Emails

Collection and use of personal information

The Downhill Only Club does not collect any personal data about visitors to our website. We only collect anonymised data about visitors via Google analytics.

The Journal, Website and the Club's Social Media Pages may contain race results and photographs of members and information regarding members' participation in DHO events.

The Journal contains a list of members names and the date on which they joined the Club.

Any personal information which a member volunteers to the Downhill Only Club (for example by emailing us) will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Act 2018. Any information which a member provides in this way is not made available to any third parties, and is used by Downhill Only Club only in line with the purpose for which it was provided.

Our website and email servers are based in the EU, but may be stored on a server outside the EU. The Club will ensure that any servers based outside the EU comply with the General Data Protection Regulations.

Collection and use of technical information

Technical details in connection with visits to this website are logged by our internet hosting provider for statistical purposes and provided to the Club. No information is collected that could be used by us to identify website visitors.

The technical details logged are confined to the following items:

- * the IP address of the visitor's web client;
- * the top-level domain name used (for example .ie, .com, .org, .net, .co.uk);
- * the previous website address from which the visitor reached us, including any search terms used;
- * clickstream data which shows the traffic of visitors around this website (for example pages accessed and documents downloaded);
- * the type of web browser used by the website visitor.

The Downhill Only Club will make no attempt to identify individual visitors, or to associate the technical details listed above with any individual. It is the policy of the Downhill Only Club never to disclose such technical information in respect of individual website visitors to any third party (apart from our internet hosting provider, which records such data on our behalf and which is bound by confidentiality provisions in this regard), unless obliged to disclose such information by a rule of law.

The technical information will be used only by Downhill Only Club, and only for statistical and other administrative purposes. You should note that technical details, which we cannot associate with any identifiable individual, do not constitute "personal data" for the purposes of the Data Protection Act 2018. You can find more information on data protection on the Information Commissioner's website <http://ICO.org.uk>.

Our goal

The Downhill Only Club values its members' privacy. Its goal is to make every member's experience with the Downhill Only Club safe and positive.

Contact: dpo@downhillonly.com