

British Cycling Para-cycling Classification Privacy Notice

Last updated September 2024

Introduction

This privacy notice tells you what to expect when British Cycling collects and handles your personal information to classify you to take part in para-cycling. Please read it carefully to understand what we do with your personal data.

If you are under 18, please get your parent/guardian's permission before you provide any personal information to us.

British Cycling is committed to protecting and respecting your privacy and complying with the principles of applicable data protection laws: the UK General Data Protection Regulation (GDPR), the Data Protection Act (2018), and other laws that may come into effect to regulate the use of personal data.

The British Cycling Federation of Stuart Street, Manchester, M11 4DQ is the data controller of personal data referred to in this policy. We are registered with the Information Commissioner's Office (ICO) under registration number Z1066209.

What information do we collect?

When you apply to take part in the para-cycling classification process, British Cycling may collect and use the following information about you:

- Name
- Contact details including your email address, phone number and postal address
- Date of birth
- Gender and gender identity
- British Cycling membership number
- Details of school and club
- Parent/Guardian name and contact details (if you are under 18)
- Information about your cycling performance

We also collect the following special categories of personal data:

- Health and medical information including details of injuries and illness, medical diagnosis and assessment reports
- Data for equality monitoring including ethnicity, religion and sexuality

British Cycling collects this information from you when you apply for classification or when you take part in the assessment days that British Cycling runs as part of the classification process.

How and why we use your information?

Under data protection law we can only use personal data if we have a proper reason for doing so.

British Cycling uses your personal information in the classification process to:

- Communicate with you, or your parent/guardian if you are under 18
- To assess your application and eligibility to take part in para-cycling sport
- To assign you a sport class in which you can compete
- To support you to take part in para-cycling events
- To track the diversity of British Cycling pathways and to meet reporting requirements from our funder Sport England

As the National Governing Body for the sport of Cycling in Britain, British Cycling has a legitimate interest in processing personal data to run a national classification process for para-cycling. We rely on your consent to process your sensitive personal data for classification and equality monitoring purposes. You have the right to withdraw your consent at any time but if you do so it may impact our ability to continue to provide you with classification services. Equality monitoring data is not mandatory.

Do we share your information?

British Cycling will only share your information where we need to, either to run the classification process, or where it is required to allow you to participate in para-cycling events. Sensitive personal data, such as your medical data and equality monitoring data, will be treated as strictly confidential and will only be accessible by British Cycling staff who require access to perform their duties as part of the classification process.

Your information will be shared with our Medical and Technical Classifiers who support us to deliver the classification process. The Classifiers are under contract to British Cycling to keep any information they receive confidential and secure and only to use it for the purposes British Cycling specifies.

Some of your information may be shared as required with the British Paralympics Association (BPA), the Union Cycliste Internationale (UCI) and event organisers to enable you to take part in para-cycling events.

British Cycling or the UCI may make your name, date of birth, gender and sport class publicly available where it is added to the national or international Para-cycling Classification Master List.

Will we transfer your information outside the UK?

We do not plan to transfer any of your data outside the UK or European Economic Area (EEA).

How do we keep your information secure?

British Cycling has put in place appropriate security measures to keep your personal data safe and secure and to prevent accidental loss, unauthorised use, access, alteration, or disclosure. We limit access to your personal information to internal British Cycling staff and third parties who have a need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality

How long do we keep your information?

We will keep your classification information for as long as required to provide classification services to you and for as long as you are active in para cycling. If you retire or are no longer active, we may continue to retain your data for a period of time (up to 25 years from the date of receipt) to enable us to meet our responsibilities for the para-classification process. When we no longer need to keep information that identifies you, we will anonymise data so we can retain a statistical record of our classification programme.

Your information rights

Under data protection law, you have certain rights in relation to your personal information. In some cases, your rights depend on our reason for processing your information. Your rights are:

- Right of access to your personal data.
- Right to rectification of your personal data if it is inaccurate, and the right to ask us to complete any of your personal data if you think it is incomplete.
- Right to restriction of processing of your personal data.
- Right to erasure or deletion of your personal data.
- Right to data portability i.e., to receive your data from us in a machine-readable format that you can transfer to another organisation where the processing is based on consent or for the performance of a contract; and when processing is carried out by automated means.
- Right to object to processing of your personal data.

If you want to exercise any of your rights, please contact the British Cycling Data Protection Officer (DPO) using the details provided below.

Contacting British Cycling's Data Protection Officer

If you have any questions about this privacy notice or about how we handle your personal data, or if you would like to exercise your information rights, please contact the Data Protection Officer at dataprotection@britishcycling.org.uk.