



Jersey Cycling Association Youth Academy

Data Privacy Policy

Who are we?

Jersey Cycling Association Youth Academy (“JCAYA”) is the youth academy of the main cycling body in Jersey. As a club run for members aged under 18 we recognise that the rights of each rider as a data subject are paramount and we are committed to ensuring that we protect the personal data that you provide to us. This privacy notice sets out how we collect, process and protect any personal data or information that you provide to the club.

JCAYA may change this notice from time to time to reflect updates to the legislation, the way we process information or further guidance produced by the Office of the Information Commissioner in Jersey. The notice will be updated on the website by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This notice is effective from 25/05/2018.

The personal data we collect

1) British Cycling and JCAYA membership.

When you become a member of or renew your membership with JCAYA you provide us with your name, date of birth and address. This enables the JCAYA to register you with an online account with British Cycling (in accordance with the applicable rules which state you need a licence to race).

We will provide British Cycling with your personal data which they will use to enable access to an online portal for you (called My Dashboard) on the British Cycling website. British Cycling will use your personal data in accordance with its Privacy Notice which can be accessed at <https://www.britishcycling.org.uk/staticcontent/info--Privacy-Policy-0>. British Cycling will contact you to invite you to sign into and update your dashboard (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with British Cycling, please contact compliance@britishcycling.org.uk.

2) Consent Forms

Should a rider participate in coaching sessions such as Holiday Bike club or Rollers sessions then a parental consent form will need to be completed in accordance with British Cycling requirements. The forms contain medical information and will therefore be held centrally in electronic and encrypted format . Access is



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restricted to coaches who will have children in their care and who may need access to this key information should the need arise.

This is in order to keep the information both accessible to coaches and also secure. These documents will be updated on a regular basis in order to ensure that the information we hold is accurate, up to date, and deleted if no longer required.

What we do with the information we gather?

As a club member your information may be shared on the club website, social media pages or in emails sent by the club. This data will only be shared in the event that either you are a club volunteer, have participated in a race or challenge event or have recorded a major achievement. This data will be limited to your name, race results (if applicable) and details of your achievement. Limited further information about you may be included; for example, whether you have participated in a juniors' race or a women's race.

In the event of a JCAYA rider taking part in a club trip, then, in accordance with BC requirements, a trip consent form will need to be completed in hard copy prior to departure and will be held by the lead JCAYA coach for the duration of the trip in order to ensure access to the information during the trip should the need arise.

We require personal data on our riders for the following reasons:

- In order to put children into correct age categories (date of birth)
- For omnium results, race results, reports
- To ensure that the children are safe at all points (medical information and next of kin/ in case of emergency information)
- To keep you updated with our activity
- Provide news and event updates
- Details of changes of dates and venues
- Provide periodic updates and press releases/ race reports.



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Security of your data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place physical, electronic procedures to safeguard and secure the information we collect.

We use an event organisation application (App) and will invite members to join it by sharing your e-mail address with the provider .

We utilise this App is in order to allow our members to register for events, and to send details of the arrangements for those events/ training sessions. As a result of this participants will be able to view the names of other children taking part in the events, however, within this application you will shortly have the ability to change the Privacy Settings to reflect how you wish your data to be processed.

How long do we keep your personal data?

The JCAYA will only keep your data for the period that you, if age over 13, (or your child) are a member of this club. Should you have been successful in races as a member your name and age will be kept in historic race reports on our website.

What are my rights?

As a data subject you have certain rights, these include the right of access (commonly known as a subject access request), the right to be informed (as set out in this privacy notice), the right to amend your details, the right to be forgotten (or erase your details), the right to restrict what we do with your data, the right to transfer data and also to object. Should you have any questions on this privacy notice or wish to exercise any of your rights please contact Tim Huelin or Amanda Wright.

You are also entitled to withdraw your consent at any point. Please contact Tim or Amanda by e-mailing jcayajersey@gmail.com should you wish to withdraw consent.



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