



**YBB**  
York Bike Belles

## York Bike Belles CIC Privacy Policy

May 2022

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### Data Protection Principles

**The privacy and security of the personal information you provide is extremely important to us.**

York Bike Belles CIC is committed to protecting your personal data. This privacy policy explains how and why we use your personal data. This policy also explains your privacy rights and how the law protects you.

We will not disclose or distribute information about you as an individual without your consent or unless required or permitted to do so by law.

We take care to comply with the Data Protection Act 1998 and the data protection legislation introduced under the General Data Protection Regulation (GDPR). Personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

### How York Bike Belles puts data protection in to practice

#### Gathering personal data

The information we gather will depend on whether you sign up to our newsletter, take part in an activity or use our services in any way, make a referral, make donations, apply to be a volunteer or work for us.

We ask only for the information we need from you. For example, for the mailing list, we ask for your email address only. For activities, we also ask for an emergency contact number, and any information that could help us tailor a session to you, such as a health need or condition. During activities, we may also ask for personal information in the form of photos, videos and audio recordings.

Some projects may need us to ask for more information from you for monitoring and evaluation, such as your home postcode, age, walking and cycling levels, regular mode of transport, physical activity levels, health and wellbeing or nature connection levels. We will always explain in detail why we need to ask for this additional information and how it will be used.

The personal data we use for sending you regular newsletters via our mailing list will be kept by us until you notify us that you no longer wish to receive this information. If you wish to stop receiving newsletters, simply click unsubscribe at the bottom of the email newsletter, or email [yorkbikebelles@gmail.com](mailto:yorkbikebelles@gmail.com).

[www.yorkbikebelles.community](http://www.yorkbikebelles.community)



@yorkbikebelles

York Bike Belles CIC is a charitable, not for profit Community Interest Company, Number 12470154.

**Walk and cycle with us, into a healthy, green and kind future!**

## **Sharing personal data**

We will only disclose your personal information where we have your consent to do so, or unless required or permitted to do so by law. For example, we may disclose information to a local authority where we think it is necessary to do so in order to protect a vulnerable person from abuse or harm, or where we have a legal obligation to do so for law enforcement, fraud investigations, criminal prosecutions or court proceedings. Any such disclosure will be made in accordance with the requirements of the current data protection legislation.

Wherever possible, we will ensure that any information that we share or disclose is anonymised, so individuals cannot be identified from it.

## **Right to access information**

It is your right to access information we hold about you. We may require proof of identity before access is granted. We aim to comply with requests for access to personal information as soon as possible, and requests will always be processed within one month from the request being received.

If you think we may hold personal data relating to you and want to access it, please email [yorkbikebelles@gmail.com](mailto:yorkbikebelles@gmail.com)

## **Correcting or deleting personal data**

If you know that we are holding your personal data and believe that it may be wrong, or if you want it to be removed, you have a right to request that it is amended or deleted. Please make your request by email to [yorkbikebelles@gmail.com](mailto:yorkbikebelles@gmail.com)

## **Complaints**

You have the right to make a complaint regarding data protection at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance at [yorkbikebelles@gmail.com](mailto:yorkbikebelles@gmail.com).

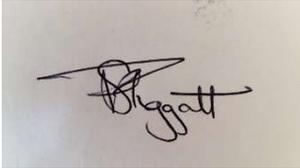
## **Review of policy**

This Privacy Policy is freely accessible to all. It will be reviewed on a yearly basis.

## **Agreed Actions 22/23**

We will draft specific notes for participants to accompany any new surveys that ask for additional personal information. We will draft a new Contributors Agreement for participants agreeing to be recorded, on video or on audio.

**Signed: Sheridan Piggott (Programme Manager)**

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to read 'Piggott'.

**Dated: May 2022**

**Date of next review: June 2023**