

Ready steady riders – gpdr policy

Ready Steady Riders are dedicated to protecting your personal data in accordance with government data protection regulations.

What

We collect and securely store the following information…

Riders names, DOB, and details of any know medical conditions and/or allergies.

Parent/guardian name, contact telephone number, email address and home address.

Details of any injuries and first aid treatment/advice administered.

Permissions for photography and participation in agreement with the relevant terms and conditions.

Payment details for orders taken though our online shop only.

HOW

We store data in the following ways…

Paper files – Rider registration forms, accident forms, session registers and permissions are all collected and stored in paper form only.

Email address are stored in our Gmail account only when email correspondence has been made.

Payment and delivery details are stored online only when purchases are made through our online store.

WHY

We store rider information in order to deliver and operate our services to the highest standard, and in keeping with government guidelines and regulations.

Personal information, permissions and registers are required to ensure we meet the requirements of our insurance provider, and the insurance providers of the facilities we hire.

Medical information is required in accordance with our first aid risk assessments and to ensure the safety of children during our activities.

Contact information is stored to ensure we can contact parents if necessary. We do not use mailing lists.

Storage

All paper files are kept in a locked filing cabinet.

Our rider data will be stored until the year the child turns 10.

Email addresses are stored on our google drive following any email correspondence.

Digital payment and delivery information is stored securely via our online shop.

BACS info will be stored by on our online bank account following any transfer of funds from us to you.

Information gathered for sessions booked and paid online are stored via secure website [www.clubhub.co.uk](http://www.clubhub.co.uk)

Sharing

Sometimes it is necessary to share information in order for us to deliver goods and services.

We may share delivery and contact information with our suppliers for them to dispatch goods directly to you the customer.

We may share photography and names for marketing, campaigns, and promotion. Permission to do so is detailed in our rider registration form.

In keeping with our child protection statement, we have a duty of care and are obliged to share a child’s information with other relevant professionals including but not exclusively CASS and/or the police, if we have reason to believe that a child is at risk.

Your rights

Please contact us if you wish to view the data we hold for you, request deletion your data (removal of data may effect which goods and services we can deliver to you), or to amend or remove and permissions.

Last reviewed January 2019 – Karen Grahame