



Guidance Note No. 19

Date: July 2015

DATA PROTECTION ACT 1998

The Data Protection Act 1998 controls how an individual's personal information is used by organisations, businesses or the government.

Everyone who is responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

Guidelines on Data Protection

When organising an event, or when maintaining records of club officials etc, in doing so personal information about named individuals will be collected.

Event organisers and District officials need to comply with and adhere to the data protection principles.

What does this mean?

As a rider

The personal information you provide to the organiser when entering an event, or personal information you give when entering an event on-line, will only be used for the purpose of the event. Such personal information will not be passed to any third party without your prior consent.

As an Organiser

You must only use the information you receive for the running of your event.

If requested you may pass the information if requested to District/National officials for the general running of Cycling Time Trials.

You must not pass the information to any third party without first having obtained consent from the individual(s) concerned. It is considered unlikely that there would ever be any circumstances where it would be appropriate to pass on an entrant's personal information to any third party outside of Cycling Time Trials.

When circulating start and result sheets by e-mail these should always be sent using the BCC function.

This will ensure that you do not circulate the e-mail addresses of the competitors to all entrants/officials.

Spreadsheets circulated by e-mail should only contain information specific to the event.

It is an increasingly common practice to send out the start sheet and result sheet in the form of a spreadsheet. All organisers should ensure that they don't circulate the names/addresses, or other personal information not relevant to the event, of all the competitors which can often have been recorded on a different tab on the spreadsheet.

As a club

You may pass onto District officials the contact details of your club's officers for their use connected with the general running of Cycling Time Trials.

As a District/National Official

If requested you may pass an individual's personal information to National officials for the general running of Cycling Time Trials (eg. the contact details of club officials, or other District officials).

IN ALL CASES

You must not pass an individual's personal information to any third party without first having obtained consent from the individual(s) concerned. It is considered unlikely that there would ever be any circumstances where it would be appropriate to pass on an individual's personal information to any third party outside of Cycling Time Trials.