

# Hell of the North Cotswolds (HONC) Policy Governing Personal Data

## Purpose

This policy documents the procedures that HONC has in place governing the personal data it collects, holds and uses in connection with the event that it organises.

## Personal Data – data held, purpose, legal basis, retention policy and justification

Individuals	Data held	Purpose	Legal basis	Data retention policy	Justification
Entrants Event	Name Address Telephone number Email address Gender Date of birth Cycling Club Entry fee paid and date entered Membership of British Cycling Event number Unique Entry Central ID number Emergency contact name and telephone number	Administering the HONC event and dealing with any consequential matters	Legitimate Interest	6 years from the event entered	Entrants contract with the Organisers of HONC and possible claims subsequently
Entrants Marketing	Email address subject to opt-out	Marketing	Legitimate interest	3 years from the event entered or earlier if requested to delete	It is reasonable that entrants would expect to be notified of next two year's events
Suppliers Landowners Committee Marshalls	Name Organisation Address Telephone number Email address	Organising event	Legitimate interest	Delete on expiration of the purpose	It is reasonable to hold such information to enable smooth organisation of future events and deal with queries about past events

## Security of Data

The data retained by Entry Central and 1&1 will be in accordance with their Personal Data Policies.

The data will be retained by HONC and may be shared with HONC officials. The officials are made aware of the Data Retention policies and are required to store the data in password protected spreadsheets using three random words.

A protected spreadsheet and its associated password are not to be shared over the same medium e.g. email.

When there is reason to believe that a password may have been compromised, it is to be changed.

## Privacy Statements

### Entrants

For the protection of your personal data, HONC complies with the General Data Protection Regulations (GDPR).

The personal information that we collect and hold is your Name, Address, Telephone number, Email address, Gender, Date of birth, Cycling Club, Entry fee paid and date entered, Membership of British Cycling, Event number, Unique Entry Central ID number and Emergency Contact Name and Telephone Number.

We hold this data so that we can administer the HONC event and deal with matters arising from it. This may include publication of results of the event that could identify individual entrants. We do this on the basis of the Legitimate Interests of entrants, the organisers of HONC and the general public. These data will be retained for six years from the event entered.

We also maintain a database of past entrants which consists solely of your email address, so we can notify you about future events. The entry form and all communications from this database will include provision for you to opt out of further communications. We do this on the basis that it is a Legitimate Business interest for us to do so. This data will normally be retained for 3 years after an event, but will be deleted earlier if you request it.

The Controller is the organisers of HONC who can be contacted at [admin@thehonc.co.uk](mailto:admin@thehonc.co.uk)

You have the right to request, from the HONC, access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability.

You have the right to lodge a complaint with the Information Commissioners Office.

In order to enter HONC events, entrants make use of the Entry Central (The Data Processor) system. Use of this system is subject to Entry Central's own Data Protection Policy and may include your data being held on servers outside the European Union.

The marketing email system makes use of the 1&1 marketing system. Use of this system is subject to 1&1's own Data Protection Policy and may include your data being held on servers outside the European Union.

### Suppliers, Landowners, Committee and Marshalls

For the protection of your personal data, HONC complies with the General Data Protection Regulations (GDPR).

The personal information that we collect hold is your Name, Organisation name, Address, Telephone number and Email address.

We hold this data so that we can administer the HONC event and consider this a Legitimate Interest. Data will be deleted on expiration of this purpose or earlier if you request it.

The Controller is the organisers of HONC who can be contacted at [admin@thehonc.co.uk](mailto:admin@thehonc.co.uk)

You have the right to request, from the HONC, access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability.

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