



Privacy of Personal Information Policy

Edenglen Cycling Club

1. At Edenglen Cycling Club we value and respect the privacy of our members, volunteers, and any other individuals who provide us with their personal information. This Privacy of Personal Information Policy outlines how we collect, use, disclose, and safeguard personal information in accordance with applicable privacy laws and regulations. We are committed to protecting the confidentiality and security of personal information entrusted to us.
2. This policy applies to all personal information collected, used, or disclosed by Edenglen Cycling Club in the course of its operations, including but not limited to members' information, participants' information, and volunteers' information.
3. Definitions
 - a. Personal Information: Refers to any information that identifies an individual or can be linked to an individual, such as name, address, phone number, email address, date of birth, emergency contact information, medical information, and any other information that is relevant to the purpose for which it is collected.
 - b. Consent: Refers to the voluntary agreement provided by an individual for the collection, use, and disclosure of their personal information for specified purposes.
4. Collection and Use of Personal Information
 - a. We will only collect personal information that is necessary for the purposes identified, and we will do so by fair and lawful means.
 - b. Personal information may be collected when individuals become members, participants, employees, or volunteers of the cycling club. This information will be used for membership administration, program registration, emergency contact purposes, communication, event organization, and other club-related activities.
 - c. We will obtain individuals' consent before collecting their personal information, and individuals have the right to withdraw their consent at any time.
 - d. We will retain personal information only for as long as necessary to fulfill the purposes for which it was collected or as required by law.
5. Disclosure of Personal Information
 - a. We will not disclose personal information to third parties without the individual's consent, except as required or permitted by law.

b. Personal information may be shared with authorized service providers, partners, or volunteers who need the information to perform their duties related to club activities. These parties are required to protect the personal information in a manner consistent with this policy.

c. We may disclose personal information if necessary to protect the safety, rights, or property of our members, employees, volunteers, or the public, or if required by law enforcement or regulatory authorities.

6. Security of Personal Information

a. We will implement reasonable security measures to protect personal information from unauthorized access, use, disclosure, alteration, or destruction.

b. Access to personal information will be limited to authorized individuals who require it for club-related purposes. These individuals will be required to maintain the confidentiality and security of the personal information.

7. Accuracy and Access to Personal Information

a. We will make reasonable efforts to ensure that personal information is accurate, complete, and up to date.

b. Individuals have the right to access their personal information held by the cycling club and request corrections if necessary. Requests for access or corrections should be submitted in writing to the club's designated privacy officer.

8. Complaints and Inquiries

a. Individuals may direct any questions, concerns, or complaints regarding the handling of their personal information to the club's designated privacy officer.

b. We will investigate and respond to all complaints in a timely manner.

9. Policy Review and Updates

a. This policy will be reviewed periodically to ensure its ongoing relevance and effectiveness.

b. Any updates or changes to this policy will be communicated to members, volunteers, and other relevant individuals as appropriate.

By participating in club activities or providing personal information to Edenglen Cycling Club individuals acknowledge that they have read and understood this Privacy of Personal Information Policy and agree to its terms.