

Data Protection

Do Clubs need to register?

The Information Commissioner's Office is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

All public and private organisations are legally obliged to protect any personal information they hold, and may be required to notify the ICO. Public authorities are also obliged to provide public access to official information.

Clubs do not need to notify the Information Commissioner's Office so long as they:-

- **Are a 'not for profit' organisation.** This means that any profit made should not be to enrich others but be used to support the club and should be used for the club's own activities.
- **Manage the data they hold** so that it is for establishing or maintaining membership, supports the club or for providing or administering activities for either its members or those who have regular contact with it. An important word here is 'regular' contact. It is permissible to keep personal data for those you may contact even if it is only twice a year to invite that person to participate in a cycling event. The contact ceases to be regular when the contact is on an isolated or one off basis.
- **Limit the data they hold** so that the personal information, the people it relates to and any disclosures made are for establishing or maintaining membership, supports the club or for providing or administering activities for either its members or those who have regular contact with it. The data must not be kept once the relationship between the individual and the club finishes unless for the purposes mentioned above.

Clubs also need to: -

- **Comply with the 8 data protection principles** which can be found on the Information Commissioner's Office site: http://www.ico.gov.uk/for_organisations/data_protection/the_guide/the_principles.aspx
- **Be able to respond to a written request** for data within 21 days

Should you not be in such a position then you will need to notify the Information Commissioner's Office. The process is fairly straight forward and there is an annual fee of £35.00. Should you require any clarification then please contact David Dunlop on 0161 274 2084 or daviddunlop@britishcycling.org.uk