

## Data Protection Policy (v2).

**Written on:** 01/04/23

**To be reviewed** 01/04/24

### **Introduction by the Director**

The Nationwide Cycling Academy needs to collect and use certain types of information about schools, pupils and learners who come into contact with the NCA.

This personal information must be dealt with properly however it is collected, recorded and used whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 2018 and the GDPR act of 2016.

The NCA regards the lawful and correct treatment of personal information as very important and therefore ensures that personal information is treated lawfully and correctly. To this end the NCA fully endorses and adheres to the Principles of Data Protection, as detailed in the Data Protection Act 2018 and the GDPR Act of 2016

Specifically, the Principles require that personal information shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met, shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes, shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed, shall be accurate and, where necessary, kept up to date, shall not be kept for longer than is necessary for that purpose or those purposes, shall be processed in accordance with the rights of data subjects under the Act, appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

The designated Data Protection Officer is - **PETE STALEY**

This policy is accessible to learners via the company website ([www.ncagb.co.uk](http://www.ncagb.co.uk))

Signed:

**JULIE WOODRUFF**  
**DIRECTOR**

## Section one

The NCA will, through appropriate management, strict application of criteria and controls

1. Observe fully conditions regarding the fair collection and use of information
2. Meet its legal obligations to specify the purposes for which information is used
3. Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
4. Ensure the quality of information used
5. Apply strict checks to determine the length of time information is held
6. Ensure that the rights of people about whom information is held, can be fully exercised under the Act.

(These include:

the right to be informed that processing is being undertaken, the right of access to one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong information)

7. Take appropriate technical and organisational security measures to safeguard personal information
8. Ensure that personal information is not transferred abroad without suitable safeguards
9. Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
10. Set out clear procedures for responding to requests for information.

## Section Two

In addition, the NCA will ensure that:

1. There is someone with specific responsibility for Data Protection.
2. Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
3. Everyone managing and handling personal information is appropriately trained to do so
4. Everyone managing and handling personal information is appropriately supervised,
5. Anybody wanting to make enquiries about handling personal information knows what to do
6. Queries about handling personal information are promptly and courteously dealt with
7. Methods of handling personal information are clearly described
8. A regular review and audit is made of the way personal information is held, managed and used
9. Methods of handling personal information are regularly assessed and evaluated
10. Performance with handling personal information is regularly assessed and evaluated
11. A breach of the rules and procedures identified in this policy by a member of staff may lead to disciplinary action being taken
12. A breach of the rules and procedures identified in this policy by a Member is a potential breach of the Code of Conduct.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 2018 and GDPR Act of 2016.

## Privacy Statement

Under the Data Protection Act 2018 and GDPR Act of 2016, we have a legal duty to protect any information we collect from you. We use appropriate technologies to safeguard your details, and keep to strict security standards to prevent unauthorised access to it.

## Data Sharing Statement

Your details will be used to enable us to administer your query or order. By submitting your details to us, you are agreeing to allow us to share your details with the Trading Company and other organisations who may fulfil your order or query and receive such information, including via email. You can unsubscribe at any time by emailing unsubscribe to [info@ncagb.co.uk](mailto:info@ncagb.co.uk) or writing to NCA, Philips Park, Whitefield, Manchester, M45 7QJ

## What information do we collect?

**Information Requests.** We use contact information from web forms and emails to send you information or materials that you have requested. Your contact information is also used to contact you when necessary, for example, to fulfil a query.

**Bookings and Donations.** Any bookings and donations you make will require personal and financial information. We will collect your contact information (such as email address), demographic information (like age, profession), and financial information (such as account numbers).

Contact information and financial information from the booking and donation forms are used to fulfil orders. Your contact information is also used to get in touch with you when necessary, for example to be able to fulfil an order. Financial information that is collected is held securely and deleted on an ongoing basis (NB credit card details are not stored). Such contact details and data may be used to contact you to enquire why you did not complete your donation/transaction. If you have any questions about this, please contact our admin team on 0161 773 9566 or 0161 723 2870 (Monday to Friday, 9am to 5pm).

## Cookies and IP addresses

We measure visits to our websites in order to improve their usability. The data we collect may contain personal information (an IP address and/or cookies). We do not link IP addresses to individuals. Your IP addresses are used for internal research and promotion purposes and are not provided to third parties.

Cookies issued by us only contain a unique number and therefore contain no personal data. We do not link cookies to individuals other than to recognise repeat visits. (IP address definition - An IP address is a series of numbers that identify computers on the internet. IP addresses can theoretically be linked to an individual. Such linking requires additional information (particularly from the internet provider who issued the IP address or from the visitor themselves). For that reason IP addresses are considered personal data. (Cookie definition - A cookie is a small file that is stored on the computer of a visitor when they visit a website. If they visit the website again, the cookie shows that it is a repeat visit. Because the visitor is recognised through the cookie, cookies are considered personal data. In addition, cookies may contain personal data themselves.)

