

PARTICIPANT PARENT AND / OR CARER PRIVACY NOTICE

Data Controller: Cycling Projects Ltd, operating as Wheels for All

Wheels for All collects and processes personal data relating to its participants, their parents and / or carers to manage the provision of its activities. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

Wheels for All collects and processes a range of information about you. Some of this information is mandatory in order to benefit from our activities, for safeguarding and medical reasons. This includes:

- the name, address and contact details, including email address and telephone number, of both the participant and their parent and / or carer
- date of birth and gender of the participant
- registration of attendance at cycling sessions
- information about medical or health conditions, including whether or not the participant has a disability for which we need to make reasonable adjustments

We also request other information about the participant so as to provide the best possible service. None of this information is mandatory:

- details about any care being received (e.g. from local authority/other agencies)
- details of doctor's surgery and housing provision
- ethnicity
- education/employment status
- interests and hobbies
- goals for achievement through the service provision
- additional needs

Wheels for All, as well as those third parties with which it works to provide its activities, uses a registration form to collect this data, which is then uploaded into our data collection tool run by Google UK LTD.

Google's data protection policies can be found here [Terms of service policy, https://policies.google.com/terms?hl=en-GB](https://policies.google.com/terms?hl=en-GB)

Why does Wheels for All process personal data?

In some cases to process personal data to ensure that it is complying with its legal obligations such as health and safety laws, safeguarding regulations and social / health referrals.

In other cases to process personal data for legitimate reasons to:

- enable evaluation and improvement of its activities to ensure that provision is at the highest standard
- enable evidence based demonstration to funders that their money is being applied in an effective and prudent manner
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities and meet its obligations under health and safety law
- comply with insurance requests

Who has access to personal data?

Your information may be shared internally where it is required to provide Wheels for All activities, including with relevant centre workers and individuals in the management team.

In certain very limited cases the charity shares your data with third parties in order to fulfil its safeguarding obligations.

Wheels for All will not transfer your data to countries outside the European Economic Area.

How do we protect your personal data?

We take the security of your data seriously. We have internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Please refer to our full Data Protection Policy for details.

Where Wheels for All engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long does Wheels for All keep personal data?

We will hold personal data for the duration of the time that the participant participates in Wheels for All activities, and for seven years following the last participation event, in case any legal claims arise.

Automated decision making

We do not make decisions on how to process data based solely on automated decision-making.

Your rights

As a data subject, you have a number of rights.

You can: • access and obtain a copy of your data on request

- require the charity to change incorrect or incomplete data
- require the charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please see the useful contacts section.

If you believe that Wheels for All has not complied with your data protection rights, you can complain to the Information Commissioner.

Useful contacts

Wheels for All Data Protection Lead:

Wheels for All Chief Operations Officer

Joe McTague Joe.McTague@wheelsforall.org.uk 07896951536

Deputy Data Protection Officer

Rhys Phillips Rhys.Phillips@wheelsforall.org.uk 07469148246