

## British Cycle Quest Personal Information Statement

1. The Validator will retain personal Identification details comprising ANY TWO of the following:

- Names
- Address
- Telephone Number(s)
- Email Address
- Cycling UK Membership number or Affiliated Club Name.

*(Two items are required to ensure the correct identity of each participant).* More than two items can be retained only with the participants knowledge.

2. Records will be stored securely on our server, (the record card). A copy will be provided for the participant, and re-issued at occasional later revisions, or on request.

Checkpoint visits will be listed for each answer received on the record and updated when later answer cards/changes are advised. Answer cards may be submitted as paper or internet documents

3. Leader boards listing participants by name (resident *counties*) and completed checkpoints will be available for general viewing on the Cycling UK BCQ web pages.

4. On the 1<sup>st</sup> April annually records of participants will be checked, and any participant who has not made contact for five years will have all personal data deleted except for name(s) and counties of residence, to allow for a possible return to the Quest at a later date. The computer records will then be securely anonymised by the validating officer.

A former participant who re-submits answer cards after their computer record has been destroyed, can re-claim any old checkpoint answers by providing a paper copy of their former record card or, by re-submitted any validated answer cards.

5. (1) A participant can ask for their record card or correspondence file to be deleted/destroyed at any time, after they cease to take part in the Quest. In such cases, should they re-start at a later date, they will be deemed to be a new participant, and any former answers will need to be re-submitted.

5. (2) Should you not wish to receive occasional mailings of our newsletter, the Quester, checkpoint changes or leader boards, please let the Validator know.

6. Any personal information held by Cycling UK will be used only for purposes connected directly in participation of the British Cycle Quest, and not divulged to any third party.

7. These arrangements are to be accepted in conjunction with any similar conditions of Cycling UK (Cyclists Touring Club), which will take precedent.