

# Spokes Privacy Policy

## Introduction

Our Privacy Policy will help you understand what information we collect and process, how we use it, and what choices you have about your personal data.

## Member Data

To administer Spokes and provide a service to members, we need certain data from you. What we collect:

- Name
- email address (optional)
- Mobile number (optional)

What we do with the information:

- provide information to you (e.g. about proposed trips),
- make contact with you, (e.g. changes to planned rides).

## Security

We are committed to ensuring that your information is secure. We have put in place physical, electronic and administrative procedures to safeguard and secure the information we collect. These include for example, limiting access to the data.

## Links to other websites

The Spokes website includes links to external websites not controlled by Spokes. Whilst all reasonable care has been exercised in selecting and providing any such links, you are advised to exercise caution before clicking any external links. We cannot be responsible for any damages or consequences caused by your use of them.

## Controlling your personal information

We will not distribute your personal information to third parties unless we are required by law to do so. You have a right to request details of personal information which we hold about you; and to request the information be amended or deleted. If you would like a copy of the information held on you, believe that any information held on you is incorrect or incomplete, or wish your personal data to be deleted please email or write to us using the contact information below. We will promptly correct any information found to be incorrect. **We will not retain information on members whose membership has lapsed by more than 6 months.**

## Changes to this Privacy Policy

We may change this Privacy Policy from time to time, and if we do we will post any changes on this page. If you continue to access the website or use services available from this website after those changes have come into effect, you will have agreed to the revised policy.

If you have any questions about this Privacy Policy, would like to exercise any of your statutory rights, or to make a complaint, please write to:

Leicester Spokes Secretary  
23 Carisbrooke Gardens  
Leicester  
LE2 3PR  
OR email: [email@leicesterspokes.org.uk](mailto:email@leicesterspokes.org.uk)