

# The Big Ride for Palestine Privacy Policy

## Introduction

We respect your privacy and we are committed to making sure that your personal information is protected and not misused. This policy outlines how and why we collect and use personal data.

## The Big Ride for Palestine

...and “The Big Ride” are operating names of The Big Ride Organisation Limited, a not for profit company limited by guarantee in England. Our company registration number is 11250536 and our registered office address is 339 Palatine Road, Manchester, M22 4HH.

If you have any questions about this policy or how The Big Ride for Palestine handles your information please contact us by email: [info@thebigride4palestine.com](mailto:info@thebigride4palestine.com).

## How we collect personal data

We treat any information that could be used to identify an individual as personal information, also called personal data. We collect someone’s personal information when they sign up for the Big Ride via our website, or when someone else signs them up, or when a person contacts us by email or other means to support our aims in other ways or for information.

## What personal data we collect

We only collect the information we need, including information to help improve our services.

For a sign-up for The Big Ride we collect an individual’s:

- name
- date of birth
- postal address
- email address
- telephone numbers
- next of kin name and contact details;

and for a paid-for sign-up, the paying individual’s bank card details or other payment details are collected and processed on our behalf by PayPal – we do not collect personal financial details.

If a person contacts us by email, social media (Facebook, Twitter, WhatsApp) or by post, we collect the name, digital or postal contact address and any other personal information they provide.

We may record a person’s image / likeness and voice when we take photographs and make video and/or audio recordings during Big Ride events, for the purpose of promoting The Big Ride.

### How we use personal data and the legal basis for using it

We use (“process”) personal information in the following ways shown in this table, which also shows our legal basis for processing it:

<b>Type of data</b>	<b>Purpose/Activity</b>	<b>Legal basis for processing</b>
Name date of birth postal address email address telephone numbers next of kin name, contact details	Processing sign-up for The Big Ride  Registering participants at ride events	Performance of a contract with you (legal agreement between you and TBR for participation in ride event).
Email address, social media contact address	Providing information and updates about The Big Ride, our events, other organisations we support and raise money for and their events, other information about Palestine	Necessary for our legitimate interests (to ensure the effective operation of The Big Ride and promote our events and initiatives)
Name date of birth postal address email address telephone numbers social media contact address	Recording our contact with individuals  Administering records of riders, volunteers and other supporters	Necessary for our legitimate interests (to keep our records updated, to administer and protect our organisation)
Name date of birth postal address email address telephone numbers	Medical or other emergency during Big Ride events	Necessary for our legitimate interests (the competent and safe operation of events); necessary to comply with legal obligations
Image/likeness voice	Photography, video recording, audio recording during Big Ride events, and use of recordings as content on TBR website	Necessary for our legitimate interests (promotion of future events and of The Big Ride generally)

### Sharing your information

The Big Ride for Palestine will not sell personal information with other people or organisations, or give them personal information in exchange for other personal data.

TBR will only share personal information if:

- it is necessary for us to provide it to an insurer and/or an insurer's agents in connection with a claim on an insurance policy
- we are legally required to give the information to an emergency service provider, statutory body or other person or organisation
- we report a suspected criminal offence to the Police or other law enforcement agency
- we believe it is necessary for any individual's health or safety for us to provide their personal information to another person or organisation, including in a medical or other emergency
- we believe it is necessary for the safe and competent planning or operation of a Big Ride event for us to provide personal information to another person or organisation connected with the planning or operation of the event
- it is necessary for us to collect or store personal information on IT equipment of Duda, the hosting organisation of the TBR website (e.g. in information submitted via an online booking form) or Google (e.g. in emails saved on a TBR gmail account), for the effective administration of The Big Ride or the effective operation of the TBR website. We will restrict the personal information we share to what is required in the circumstances.

Clicking on links from TBR's website to other websites may allow third parties to collect or share your information (e.g. PayPal will collect financial information from you). The privacy policies and settings used by those third parties are not within the control of TBR, and TBR is not responsible for them. We ask you to read the privacy policies of other websites you are transferred to.

### **Location of the personal information we keep**

The personal data we collect is stored on computer equipment located within the EEA, or on equipment operated by organisations in the United States of America who comply with Privacy Shield, an agreement between the EU and US enabling EU - US personal data transfer compliant with the EU General Data Protection Regulation (GDPR), and who declare compliance with GDPR itself.

### **How long we keep personal information**

The Big Ride will keep personal information only for as long as we need it for the purposes listed in this privacy policy.

We will remove an individual's personal information from our records three years after the date of their last contact with us. We will then delete any digital records and destroy any paper records.

### **Data Security**

We store and process personal data securely using suitable physical, electronic and operational procedures to safeguard and secure all personal information. We check that the third parties we use for processing your personal data declare similar levels of data security protection.

## Cookies

A cookie is a small data file a website places on your computer to make using the site quicker. Data is automatically processed through cookies on TBR's website.

Cookies remember certain settings so, for instance, web pages reload more quickly when you revisit them. Cookies used on the TBR website do not identify individuals personally - so they do not use personal data – and they only identify the device being used to access the website. They can be managed and/or deleted if you wish to do so.

To learn more about cookies and how to manage them, visit [AboutCookies.org](http://AboutCookies.org).

## How we use cookies

TBR uses the following types of cookies:

- 'session cookies' which are stored temporarily during a browsing session in order to allow normal use of the system and are deleted from your device when the browser is closed;
- 'persistent cookies' which are read only by the TBR website, saved on your device for a fixed period and are not deleted when the browser is closed. Such cookies are used where we need to know who you are for repeat visits, for example to allow us to store your preferences for the next sign-in;
- 'third party cookies' which are set by other online services who run content on the page you are viewing, for example by Vimeo, which provides a video player within the website, and Duda (Multicreensite), which provides the platform on which the website is built. **Data Protection Rights**

Data protection law gives you a number of rights, which you can view at the website of the [Information Commissioner's Office](#). You have the right to:

**Request access** to the personal data TBR holds about you (through a "data subject access request"). This enables you to receive a copy of that personal data and check that TBR is processing it lawfully.

**Request correction** of the personal data TBR holds about you. This enables you to have incomplete or inaccurate data corrected. To correct it TBR may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask TBR to delete or remove personal data when there is no good reason for TBR to continue processing it. It also enables you to ask TBR to delete or remove your personal data when you have successfully exercised your right to object to processing of your data (see below) - when TBR has processed your personal data unlawfully, or when TBR must erase your personal data to comply with the law. In some circumstances there may be specific legal reasons why TBR cannot comply with a request from you to erase data. If this applies, TBR will inform you when we receive your request.

**Object to processing** of your personal data by TBR on the basis of our legitimate interests (or legitimate interests of a third party), when you object in your particular circumstances, on the ground that it impacts on your fundamental rights and freedoms. You also have the right to object when TBR is processing your personal data for direct marketing purposes. In some situations, TBR may have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask TBR to suspend processing of your personal data in the following situations:

- if you want TBR to establish the accuracy of the data
- if TBR is not using the data lawfully, but you do not want TBR to erase it
- if TBR no longer needs the data but you need us to keep it for you establish or make or defend a legal claim
- if you have objected to TBR using your data but we need to verify whether we have legitimate grounds to use it which override your rights.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. This right only applies to automated information which you initially gave consent for us to use or where we used the information to perform a legal contract with you.

**Withdraw consent at any time** where processing of your personal data is on the basis of your consent (that is, not on the basis of TBR's legitimate interests, performance of a legal contract with you, or compliance with a legal obligation). Processing TBR carries out before you withdraw your consent will still be lawful. If you withdraw your consent, TBR may not be able to provide products or services to you. If this applies, TBR will tell you when you withdraw your consent.

If you wish to contact The Big Ride for Palestine about these rights or to exercise any of them, please contact us by email: [info@thebigride4palestine.com](mailto:info@thebigride4palestine.com).

## Complaints

If you have a complaint about TBR's use of personal information please contact us first at [info@thebigride4palestine.com](mailto:info@thebigride4palestine.com). If we cannot resolve the complaint between us you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> or by phone on 0303 123 1113.

## Changes to this privacy policy

We may change this privacy policy from time to time to improve it, correct it and keep it up to date with legal requirements.

This version: April 2019