

Privacy Notice, Cycle Training Service

The name and contact details of the data controller:

London Borough of Camden
5 Pancras Square
London.
N1C 4AG
020 7974 4444

The name and contact details of the Data Protection Officer:

Andrew Maughan, Borough Solicitor
dpo@camden.gov.uk

The purpose of the processing

To administer Camden Cycle Skills training offers, including communicating with participants, managing course registers and waiting lists.

The legal basis for processing

Our legal basis for processing is Article 6(1)(a) consent and Article 9(2)(a) consent under the General Data Protection Regulation.

Categories of personal data

All registrations:

trainee's first name, trainee's surname, home address, email, telephone, trainee experience, roadworthy bike, relevant health / medical / additional needs, age, preferred training options.

Parental data for child registrations

name of parent/guardian, emergency contact number, relationship to the trainee, child's year group at school, helmet preference.

Equalities monitoring (optional)

ethnicity, disability, gender

Recipients that the Council has or will disclose the data to.

Camden Transport Strategy Service may contact those participants who have opted in with offers of information or invitations for feedback on measures which affect cycling, such as new cycleways, cycle parking or traffic calming.

Participants' data will not be shared with anyone else.

We also undertake general data matching or data sharing in certain areas for the prevention or detection of crime, you can find out more information on that [here](#)

We will not transfer your personal data outside the UK.

Personal data will be retained for four years and then deleted.

Your Data Subject Rights

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights.

Please see our website here: <https://beta.camden.gov.uk/data-protection-privacy-and-cookies>

ICO website here: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

To exercise these rights please use our web form here:

<https://forms.camden.gov.uk/cus/servlet/ep.app?ut=X&type=84839769883&auth=100001301>

The right to lodge a complaint with a supervisory authority:

You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can contact the ICO by telephone on: 0303 123 1113, or live chat <https://ico.org.uk/global/contact-us/live-chat/> or webform <https://ico.org.uk/global/contact-us/>

Giving personal data is not part of a statutory or contractual requirement or obligation.

We are not using automated decision making or profiling to process your personal data

It is not mandatory to provide personal information