Privacy and Data Policy

Cyclox members

What personal data do we collect from our members?

Cyclox collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation. We only collect the personal data you provide on joining Cyclox:

Item	**What we use it for**	**Can I opt-out?**
First name and surname	Confirmation of membership	NO
Email address	Renewal reminders and pertinent ad-hoc member-only communications. Lead household members are required to supply an email address. Supplying the email address(es) of linked household members is optional. Unless indicated on the sign-up form, we will send a monthly newsletter, plus any other email lists you have chosen to join (see 'email communications' below).	Individual and lead household members: NO Linked household members: YES YES
Phone number	Alternative contact method in the event that email, or postal communications fail; notification of volunteer opportunities (if interest expressed).	YES
Post code	Analysing geographical spread of Cyclox members, notifying you of relevant local	NO

	consultations and developments.	
First and second lines of address	Remains on the database as it was previously collected for delivering membership joining packs	YES
Your campaigning interests	To notify you of relevant campaigns and volunteer opportunities	YES
Year of birth, gender, and ethnicity	Monitoring equality and diversity	YES

Where is this data held?

This data is held on our membership database at membermojo.co.uk/cyclox, which is secured by SSL encryption with Cloudflare protection. You can read more on membermojo's security and privacy of your data here.

How long do we keep this data?

Unless you have opted out, we will keep your membership record on file for 24 months after your membership expires. We will use your contact details to send renewal reminders 12 and 15 months after your subscription has lapsed. Unless you have agreed otherwise, your membership record will be deleted within 24 months.

You have a right to be forgotten: if you want your record deleted at any time, please contact us at membership@cyclox.org.

Who has access to this data?

The database can be accessed by the Cyclox Membership Secretary, Treasurer, Chair, Events Secretary and staff. Members of the Board of Trustees may be required to access the database if necessary to fulfil a legitimate interest of the organisation. Downloaded membership data is password-protected and kept

no longer than needed to complete essential administrative tasks. Under General Data Protection Regulation (GPDR) rules, Cyclox does not have a statutory requirement to appoint a Data Protection Officer. The Cyclox Membership Secretary is responsible for ensuring our membership database is compliant with GPDR.

How do I make sure my data is accurate and up to date?

Our members can view and edit the information we hold by logging into membermojo. You will be required to enter the email address you registered with for an access link to be emailed to you. On clicking on the email access link, select 'Your Membership' in the menu bar to view and update your details.

Email communications

We currently send five types of emails to current members and anyone who has subscribed to our mailing list via the sign-up form on our website, social media accounts, or Eventbrite registration form.

Email	**Who receives these emails?**
Member newsflash	Members: opt-out
Monthly newsletter	Members: opt-out / non-members: opt-in
Event announcements	Anyone that opts-in
Volunteer opportunities	Anyone that opts-in
Infrastructure bulletin	Anyone that opts-in

If you do not want to receive these email communications, you can unsubscribe from our mailing list by clicking the link at the bottom of each email. You can update your contact details, change your email communication preferences, or unsubscribe from our mailing list by clicking the links included at the bottom of each email, or by getting in touch: contact@cyclox.org.

Online services

Online service	What we use it for	Provider privacy policy
membermojo	Storing and managing Cyclox membership data and membership payments	membermojo policy
PayPal	Membership payments (via membermojo)	PayPal policy
Stripe	Membership payments (via membermojo)	Stripe policy
ExpensePlus	Keeping financial accounts	ExpensePlus policy
Mailchimp	External email communications	Mailchimp Policy
Eventbrite	In-person and online event registration	Eventbrite policy
Zoom	Online events, webinars, meetings (some events may be recorded and shared)	Zoom policy
Microsoft 365 Nonprofits	Outlook, internal communications, store, share and collaborate on files	Microsoft policy
Slack	Infrastructure group collaboration	Slack policy
Google	Store and share files, Groups	Google policy

	(Cyclox Forum), YouTube	
Facebook	Cyclox page, Cyclox Champions group, Cyclox events, promotion and advertising	Facebook policy
Bluesky	Cyclox page; Cyclox events, promotion and advertising	Bluesky policy

Cyclox website

What are cookies?

Cookies are small text files containing a string of characters that can be placed on your computer or mobile device that uniquely identify your browser or device.

What are cookies used for?

Cookies allow a site or services to know if your computer or device has visited that site or service before. Cookies can then be used to help understand how the site or service is being used, help you navigate between pages efficiently, help remember your preferences, and generally improve your browsing experience. Cookies can also help ensure marketing you see online is more relevant to you and your interests.

What types of cookies does Cyclox use?

We use cookies for tracking and performance. These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site. They help us to know which pages are the most and least popular and see how visitors move around the site. All information these cookies collect is aggregated and therefore anonymous.

How long will cookies stay on my device?

The length of time a cookie will stay on your computer or mobile device depends on whether it is a "persistent" or "session" cookie. Session cookies will only stay on your device until you stop browsing. Persistent cookies stay on your computer or mobile device until they expire or are deleted.

How to control and delete cookies

If you want to delete cookies follow these instructions at WikiHow. If you wish to disable your browser from receiving cookies follow these WikiHow instructions. Note that if you set your browser to disable cookies, some parts of our website may not work properly. You can find out more information cookie settings at third-party information sites, such as All About Cookies.

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Provenance	