

SPOKES PRIVACY STATEMENT

1. About Spokes

Spokes is The Lothian Cycle Campaign, a voluntary organisation. Information about Spokes, including our objectives, can be found at... www.spokes.org.uk/about

2. Information we collect from members, and its deletion

In order to join Spokes, you complete an application form, which can be found here... www.spokes.org.uk/membership

Each year, normally in February, we send you a complete statement of the information that we hold about you, providing you an opportunity to check this and request changes.

If you do not reply in that year or the subsequent 2 years, your information will be deleted and you will no longer be a member.

You can also resign from Spokes at any time by emailing membership@spokes.org.uk and requesting that your details are deleted.

Note that if Spokes becomes a Scottish Charitable Incorporated Organisation (SCIO) we may be legally required to keep certain records for longer than above. If so, this statement will be updated.

3. How the information is used

The information we hold is used solely for Spokes purposes. These uses include the following...

- Sending you email circulars (very roughly once a month)
- Sending you the Spokes Bulletin and other enclosures (normally 3 times a year) - including additional bulletins or posters to distribute to cyclists at your workplace or elsewhere if you offered to help us in this way on your application form or subsequently.
- Contacting you about matters which may be particularly relevant to you - for example, local traffic proposals, meetings or opportunities affecting the area you live or work in, or relevant to your occupation; or in response to 'help' categories that you ticked on your application form.
- We may also use aggregated data in anonymised form – for example, to get a picture of our membership – membership numbers, gender balance, levels of non-renewal, occupation types, etc.

Note that we can only do each of the above where you have provided the relevant information. For example if you did not enter your address then we cannot inform you of developments relevant to your local area.

4. Who the information is shared with

Your details are not shared except in the following circumstances...

- Members who have volunteered for a Spokes working group or other Spokes activity may have contact details shared with each other, but only for the operation of that group/activity.
- Members who have requested or offered information may have their contact details passed on to others in a position to respond to that request/offer.
- We may ask your permission to pass on your contact details for a specific relevant purpose to others in Spokes or to a relevant outside person or organisation – for example a group tackling some issue in your area, or a reporter wanting information which you may be able to help with.
- If you are closely involved in some Spokes aspect, and happy to represent Spokes on that matter (for example, to the press, to councillors or to relevant organisations) then your contact details may be passed on without seeking specific permission each time.