

Big Bike Revival Summer 2024:

Participants personal details collection agreement

Please confirm your understanding and agreement to collect and return participants personal details at and from all Big Bike Revival events on your grant funding application.

At Cycling UK, we are responsible to protect the people we are collecting personal data from. As a grant recipient, you have agreed to collect personal data on our behalf and have that same level of responsibility; to protect the people you are collecting personal data from. It is essential that **you and anyone who has access to that personal data understands how to handle, store, and return it appropriately**, in line with Cycling UK's policies and procedures, and with the General Data Protection Regulation (GDPR).

Personal data information is held at Cycling UK within the organisation and as a recipient of grant funding, you must not share this information outside your organisation, send it by any means to any third party, share it in general conversation or use it for your own purposes whilst in your role or once your role has ended.

As a grant recipient your responsibility to ensure that the personal data collected as part of the Big Bike Revival programme is kept securely stored, handled according to the guidelines and returned by the secure method as set out by Cycling UK.

The personal data you must collect will be from every adult participant over the age of 18 years, that has attended an event and received a free service. Please note, we cannot collect details from participants under the age of 18.

You agree to collect:

- Participants personal data: Name and email address

You agree to provide:

- Your event name, type, date.
- Events engagement 1 (digitally promoted to #)
- Events engagement 2 (directly promoted to #)
- Unique participants: Everyone who attended an event, received a free service and was informed about the programme.
- Number of bikes fixed (If applicable)

You agree to:

- Inform all participants, who receive a free service at an event, they are consenting to being contacted by Cycling UK, for the purpose of monitoring and evaluating the programme. Once participant details are received, they can opt out at any time.
- Return all participant personal details within 48 hours of delivering each event.
- Return all participants data via our secure webform link only.
- Collect, handle, store, and return personal details to Cycling UK for the sole purpose of evaluating the Big Bike Revival programme.
- Destroy any physical copies of participants personal details once submitted to Cycling UK.
- **No back-up copies** of participants personal details will be kept either locally or in a cloud storage environment by the grant funding recipient.
- Participants personal data will **not be passed** onto any other person(s) or third party.
- By receiving the 'online webform link' you are accepting responsibility for the safe keeping, handling, and returning as a legal entity of Cycling UK.