

Privacy Policy

Tri-County Bicycle Association

It is Tri-County Bicycle Association policy to respect individuals right to privacy.

This is a description of the personal information collected by Tri-County Bicycle Association, why we collect the information, and what we do with the information.

Tri-County Bicycle Association is a bicycle club with a large membership. We mail a monthly newsletter to our members and a small number of other individuals and businesses. Each year, we also mail ballots to our members. We encourage our members to schedule and lead rides for other members and non-members. We also organize and conduct four or more organized rides each year that are attended by both members and non-members. Applications for our rides are mailed to past participants.

Information we collect

Our members are asked to provide their names, addresses, phone numbers, email addresses and birth dates on the Membership Application. Ride leaders provide a phone number where ride participants can reach them. Ride participants provide their names and city where they reside and initial a liability waiver. Ride participants also provide information about the distances they ride. The ride mileage information that Ride leaders and participants provide on the ride sheet is collected in a database. Persons wishing to receive the email version of the Called-in Rideline provide email addresses. Our newsletter contains classified advertising for members that also include their phone numbers and may also include their email address. Participants in our organized rides provide names, addresses, phone numbers, email addresses, birth dates, the name of an emergency contact person and a phone number for the emergency contact. Persons using the Tri-County Bicycle Association Forums on the web site provide a valid email address and password. Persons wishing to use their credit card to pay certain fees to Tri-County Bicycle Association provide that information also.

Why we collect this information

Tri-County Bicycle Association has a large number of members whose memberships are either individual(one person) or family (one or two adults and unmarried children under age 21 at the same address) memberships. Addresses are required to mail newsletters and ballots to members. We ask for birth dates for both identification purposes, and to determine children's status from year to year. Phone numbers and email addresses are additional ways to contact our members.

Ride leaders must provide a phone number where they can be reached by ride participants who may have questions about the ride. We require that Ride participants provide their residence location(city) to help identify them. We collect ride mileage information for our Ride Incentive program.

Ride schedules are provided to ride participants in our newsletter both in print and on our web site. The Called-in Ride Coordinator maintains an email list of persons wishing to receive a list of recently scheduled rides not appearing in the newsletter.

We collect the names, addresses, phone numbers, and email addresses from organized ride participants so we may contact them regarding future rides. Their birth dates provide unique information to identify individuals. Emergency contact information is needed for obvious reasons.

Members and non-members using the Tri-County Bicycle Association Forums bulletin board system on the web site provide valid email addresses to help assure legitimate use of the Forums. A username/password combination assures one distinct individual's use of the Forums.

Collection of credit card information from some individuals is needed to complete payment transactions for some organized ride fees.

How the information is stored

Tri-County Bicycle Association keeps a membership and ride mileage database maintained by the Membership and Ride Mileage volunteers. The database is kept on those individual's personal computers in their respective homes. A separate database of organized ride participants is kept by various members responsible for different rides.

The information required for the Tri-County Bicycle Association Forums is kept by the bulletin board system on the Tri-County Bicycle Association web site. Information required for financial transactions is kept only long enough to complete the transaction.

What Tri-County Bicycle Association does with the information we collect

Tri-County Bicycle Association members are asked to indicate on their membership application if they consent to placing their name on a public membership roster. Tri-County Bicycle Association may occasionally publish a list of members who give their consent. Such a roster would be only a list of individual names.

The remaining membership information is used solely to service memberships and to conduct the business of the Tri-County Bicycle Association. Ride mileage information is collected regularly, a summary of ride mileage accumulated is made available on the Tri-County Bicycle Association web site. At the end of each year, the accumulated ride mileages are used to determine the awards of ride incentives to members.

Ride information and registration forms are mailed to past participants in organized rides each February. Some information provided for past rides is used to reduce the data entry required for current ride registrations.

How to contact TCBA

Persons wishing to contact TCBA regarding this Privacy Policy should write to:

Tri-County Bicycle Association
PO Box 22146
Lansing, Michigan 48909-2146
(517) 882-3700

Email may be sent to TCBA by addressing the president-president@biketcba.org

The TCBA Privacy Policy was adopted by the TCBA Board at its meeting on August 7, 2007.