

Portland Bicycling Club

Ride Sign-In Retention Policy and Procedure

It is the policy of the Portland Bicycling Club (PBC) to retain records of all riders participating in any and all sanctioned club rides. These records will be retained for a minimum of 3 years from the date of the ride. The club statistician will be responsible for implementing this policy, using the following procedure:

All riders participating in any club ride must sign-in using either the online process, or via the paper sign-in forms for those rides that utilize it.

Paperless online sign-ins are saved electronically and backed-up by the PBC website provider (GTMA as of the date of this policy). No action is required by the club statistician. However, if printed hardcopy online sign-in is chosen by the ride leader, the resulting sign-in sheet including the signature of any rider who did not sign in online, must be delivered to the statistician the same as is done with no online sign-in, that is, the paper sign-in form. For more details, see <https://portlandbicyclingclub.com/online-signup-instructions/>

Paper sign-ins must be forwarded to the club statistician via either 1) hard copy, or 2) electronic .pdf or .jpg file copy. (Ride leaders send to stats@portlandbicyclingclub.com.) If hard copy, the club statistician must scan to create a .pdf or .jpg file and destroy the paper copy after verification that an electronic version has been saved. Electronic copies must then be uploaded to the designated web based storage location. (Google Drive as of the date of this policy.)

Annually in January, the club statistician will purge from the storage location, all ride sheets older than three (3) years.

Electronically stored rider signup list data may be accessed by 1) a ride leader only for the rides (past and future) that they lead, 2) road captains for all rides (past and future) on the calendar, and 3) anyone with website administrator rights can see (and modify) data for all rides (past and future) on the calendar.

Cloud based storage (Google Drive) of paper sign-in sheets and logs is password protected. Login information (account name and password) is retained by the club statistician and road captains.

Approved by board, July 19, 2023