



## STROUD & DISTRICT MOTOR CLUB PRIVACY POLICY STATEMENT

Stroud & District Motor Club respects your privacy and we will only use your information in the way we describe in this notice. When using your information, we aim to be fair and transparent, and to follow our obligations under UK data protection laws. Your information is used for administering Club membership, activities and competitions.

S&DMC is the data controller for the purpose of General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Our Club contact for privacy and data is our Club General Secretary.

### Collecting your information

We collect your information when you fill in membership application or renewal forms, championship or series registrations, competition event entry forms or MSA signing on sheets. You can give us your information using paper forms or online forms. The information you give us may include your contact details (name, address, telephone number, email address), personal information and identifiers (date of birth, membership number, competition licence number), and other information (vehicle details). When you give us information about another person, such as a child, parent, guardian, or emergency contact you should let that person know that you have given us the information.

If you are under 18 years old, we will also ask for information from your parent or guardian.

### Using your information

We use your information when you first apply to become a member of S&DMC and then to administer and renew your club membership, and provide you with member benefits, such as the Club magazine. We also use your information when you enter Club events and championships / series. For competitions, championships and series we will publish some of your information in the newsletter and the results, which maybe in the public domain. Your information is used in these ways to fulfil our contract with you. If you are not a Club member we will only contact you after the event you have entered in relation to future events of the same, or similar, discipline.

We may ask you for emergency contact and next of kin details which we will only use in an emergency, and which is a use for a legitimate interest. You should let the contact and next of kin know that you have given this information to us.

We will use your information to send you messages by email, but only if you have agreed that we can do this by giving us your clear consent (known as 'opting-in') – and you can change your mind at any time just by letting us know. We will not sell your information to any other organisation.

To support your relationship with motor sport and S&DMC we may keep your information indefinitely, unless you ask us to delete it.

#### Sharing your information

We may share your information with the Motor Sports Association as required by its General Regulations for governing motor sport, with other MSA Registered Clubs, with medical personnel, or any other person if we have to comply with a legal obligation. We may also share your information with service providers, for example event regulations etc.

#### Our website

When you use our Club website we MAY collect information about you, in particular your IP (Internet Protocol) address, by using cookies. We may use this information to improve your web experience. Cookies help us to recognise you when you return to the website, and they may also help you to login securely.

The Club website might contain links to other websites . If you follow links to other websites, please review the privacy policy for each site because we are not responsible for information you share on those sites.

#### Security for your information

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed. Your information is not transferred outside the European Economic Area.

#### Your rights

- You may ask us not to process your information for marketing purposes.
- You are entitled to a copy of the information we hold about you, and to ask us to correct any inaccuracies.
- You may ask us to stop using your information, and to delete it, although we maintain a skeleton set of your information. If you ask us to do this we will not be able to continue our contract with you.
- You may make a complaint to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

#### Questions and contact information

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information contact our Club General Secretary

This privacy notice was last updated on 6th July 2018. We reserve the right to modify this privacy policy at any time. We will communicate any changes to all Club members and other individuals who have given us their permission for us to hold their personal data. We will publish the updated Privacy Policy on the Club website.