



Motorsport UK

Data Protection Policy

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INTRODUCTION

This document sets out how The Royal Automobile Club Motor Sports Association Limited t/a Motorsport UK adheres to the requirements of the General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 ('Act'). It explains the requirements of the Act, the steps the Motorsport UK as an organisation has taken to comply with the Act, and the actions that Motorsport UK staff and users of Motorsport UK data must take to ensure compliance with the Act.

Motorsport UK, is a 'data controller', a company incorporated in England & Wales, company registration number 1344829, registered office at Motor Sports House, Riverside Park, Colnbrook, Berks. SL3 0HG. Our registration number with the Information Commissioner's Office (ICO) is Z2223031.

We are responsible for deciding how we hold and use personal data. We are required under GDPR and Act to notify you of the information we hold about you.

It is important that you read this, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information.

This policy was updated to be effective from 25 May 2018 and we will communicate any changes to you, as applicable.

2 The General Data Protection Regulation ('GDPR') and the Data Protection Act

It sets out rules for processing personal data i.e. information held about living individuals who can be identified from the data either by itself or when taken with other information we hold about them. It applies to some paper records and to those held on computer.

The Act has eight principles of good practice for the processing of personal data. This Policy addresses each of the eight principles, describing how the Motorsport UK adheres to the requirements of the Act.

2.1 The principles for good information handling

The eight principles set out in the Act are that data must be:

- Fairly and lawfully processed;
- Processed for limited purposes and not in any manner incompatible with those purposes;
- Adequate, relevant and not excessive
- Accurate;
- Not kept for longer than is necessary;
- Processed in line with the data subject's rights;
- Secure; and

- Not transferred to other countries without authorisation and adequate protection¹.

3 Background

3.1 Why does Motorsport UK collect and hold data?

In order to deliver services to its members, the Motorsport UK needs to hold personal data about members. As member services become more personalised, more data about members needs to be collected. The Motorsport UK also collects and holds data as part of its role in delivering services to organisations and in its role as a national governing body, as a business and as an employer.

We collect your information when you complete a membership application/renewal form, complete credit card or bank details, complete signing on form, complete a personal/upgrade record card, update your details on our CRM database, use our website, contact us and take part in Motorsport UK organised activities.

When you use our website we collect technical and usage data which may include internet protocol (IP) address, browser type and version, time zone setting and location, operating system & platform and other technologies.

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

3.2 The data subject

This is the term used in the GDPR and Act to define the individual who is the subject of personal data.

3.3 Data processing

The GDPR and Act set out rules for the “processing” of data. Processing is defined as “obtaining, recording or holding information or data or carrying out any operation or set of operations on the information or data”.

This definition therefore encompasses all of the Motorsport UK’s operations and more importantly, includes activities taking place outside of Motorsport UK headquarters. Processing of Motorsport UK data is carried out by companies operating on the Motorsport UK ’s behalf and by the Motorsport UK’s registered clubs, who are sent membership information to use for contacting members in their area. This policy therefore applies to these bodies as well as to Motorsport UK headquarters.

3.4 Data Protection Officer

The Data Protection Officer is responsible for notification under the GDPR and Act, ensuring compliance with the GDPR and Act, documentation relating to the GDPR and Act, responding to the individual requests for information or complaints, and the training of staff in relation to the GDPR and Act.

The Data Protection Officer, who oversees day to day compliance, is Mr DK Gangahar, Finance Director, based at Motor sports House, Riverside Park, Colnbrook, Berks, SL3 0HG. Tel No. 01753 765000. Email: danesh.gangahar@motorsportuk.org

¹ Motorsport UK data is not transmitted outside the EEA, nor is there any intention to do so without authorisation and adequate protection with the exception of en masse email distribution system – see appendix A

4 The Data Protection Principles

4.1 Data to be fairly and lawfully processed

The conditions set out in the GDPR and Act for fair and lawful processing of information relevant to the Motorsport UK are:

- That the data subject has given their consent to the processing.

Consent is obtained by including the relevant text on all application and similar forms, including the Motorsport UK website, and including relevant wording in the scripts used by the Licence Department²; and

- The processing is necessary for the performance of a contract to which the data subject is a party.

This covers commercial contracts taken out by the Motorsport UK as well as contracts of employment.

The following other conditions might also be relevant:

- The processing is necessary for the taking of steps at the request of the data subject with a view to entering into a contract.
- The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract.
- The processing is necessary in order to protect the vital interests of the data subject.
- The processing is necessary for the exercise of any other functions of a public nature exercised in the public interest by any person.

The GDPR and Act introduces the concept of “sensitive personal data³” for which specific rules apply. At present, staff employment records and Motorsport UK licence holders include sensitive data.

4.2 Data to be processed for limited purposes

The purposes for which data may be processed are set out in Appendix A and in the particulars the Motorsport UK has notified to the Information Commissioner. The Motorsport UK’s notification has been drawn up widely to include all known or anticipated activities. Copies of the Motorsport UK’s notifications are held by the Data Controller.

4.3 Data to be adequate, relevant and not excessive

This is self-explanatory, and simply means that the Motorsport UK should not hold personal data that is not relevant to the purpose of which it was collected.

² See Appendices

³ Sensitive data includes racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health condition, sexual life, and records of offences.

4.4 Data to be accurate

Clearly the personal data the Motorsport UK holds should be accurate. The Motorsport UK has procedures in place to verify certain information (such as address and banking information), but staff must make sure that information they record is both accurate and relates to the correct data subject (for example by asking members contacting the Motorsport UK to quote both their membership number and postcode). Errors must be corrected immediately.

The GDPR and Act requires the Motorsport UK “to take reasonable steps to ensure the accuracy of data”.

4.5 Data not to be kept for longer than is necessary

The Motorsport UK needs to retain historic membership records in order to process current and future applications for membership. For example, medical and disciplinary histories may be relevant to future applications, and may be required by insurers when dealing with claims. Motorsport UK currently has no historic data which it is not appropriate to retain. The Motorsport UK reviews regularly what personal data we hold and how long it is held in conjunction with the needs of the business and the rights of the data subject. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means and other applicable legal/contractual requirements. In some cases we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further reference to you. Any information that is no longer needed will be erased securely.

4.6 Data processed in line with the data subject’s rights

The rights of data subjects under the GDPR and Act are:

- a right of access to a copy of the information comprised in their personal data;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to claim compensation for damages caused by a breach of the GDPR and Act.

This is achieved by logging “suppressions” against membership records. Staff extracting mailing lists **must** review all suppressions that have been set up and include all suppressions that may be relevant.

If it is not practicable to apply suppression, the staff responsible for the mailing must make special effort to explain the reasons for this.

4.7 Data to be secure

There are two aspects to keeping data secure:

- anyone seeing or receiving information they shouldn't; and
- data getting damaged, lost or destroyed.

4.7.1 Access control for HQ systems

The Motorsport UK's physical and technical access controls include the following:

- Physical access controls on headquarters itself;
- The servers being kept in a locked room with access limited to key staff;
- A hardware firewall configured to allow external access from specific IP addresses only;
- System passwords configured to require a change;
- Application passwords to be set and changed at regular intervals by users where possible, or changed at user request if not;
- All PCs to be locked when not in use;
- Screen savers / automatic locking to be applied to all PCs, Tablets and Phones;
- Paper records being kept in locked cabinets except when actually in use.

4.7.2 Access control for Clubs, Officials, Marshals, Consultants and Officers of the Motorsport UK

It is necessary for membership lists to be provided to Clubs, Officials, Consultants Marshals and Officers and other association members in the legitimate performance of their functions. Club members and officers receiving such information and keeping it at locations separate from Motorsport UK Headquarters must adhere to the following requirements:

- The information may only be held and used at the officer's / member's home.
- Normal domestic security precautions should be taken to prevent unauthorised access to the building and to the PC on which such data may be held.
- If the data is stored on a PC hard drive a password should be applied to prevent unauthorised access to the data. Data held on floppy disks or other media should be securely stored.

Personal data taken to a venue for the purposes of the official operation of the event must be: limited to what is necessary for the operation of that event; only circulated to those with a need and official function at the event; stored securely and destroyed once the event is over.

4.7.3 Use of data

Data held by the Motorsport UK may only be used for the purposes for which it has been collected and stored.

For headquarters staff and consultants, data may only be accessed and used in relation to their day-to-day duties.

iFinity Plc and Access UK only may access Motorsport UK data for the purpose of supporting the Motorsport UK's iMIS and ThankQ respectively, our Customer Relationship Management application.

Information must **not** be used for any other purpose whatsoever.

4.7.4 Release of data

Users of Motorsport UK data must **not** release any data to a third party in any circumstances, except as below.

The Motorsport UK uses iMIS Customer Relationship Management application supplied by ASI Europe Ltd and maintained by iFinity Plc. iFinity Plc may need to access Motorsport UK data for the purposes of supporting the application, subject to the strict conditions of confidentiality referred to above. Similar strict conditions of confidentiality will apply when the iMIS application is replaced by ThankQ, supplied and maintained by Access UK.

The Motorsport UK is required to provide membership information to the FIA (Fédération Internationale de l'Automobile), which is the world governing body for motor sport, in order to comply with its regulatory functions. It may also need to provide information to other national regulators, for example, when processing an application for a competition licence to a foreign national or in connection with an application by a UK national to another national regulator for a competition licence overseas.

The Motorsport UK may be required to provide information about its members to its insurers when dealing with claims involving members.

The Motorsport UK does not usually provide mailing lists of Motorsport UK members to third parties. It may occasionally wish to provide a mailing list to a third party (such as an affinity partner) but will not do so for any reason whatsoever without first obtaining the prior permission of the data subject. All direct mailing will include an option for the individual to be excluded from any future direct mailing (either by writing to the Data Controller at Motorsport UK or in some other way appropriate to the means of communication) which is no more difficult to exercise than it was to give permission in the first place. For example, if the data subject gives his permission by email or via the Motorsport UK's website, there will be an opportunity by email or on-line to opt out of direct mailing.

Any third parties to whom Motorsport UK data is disclosed must explicitly agree to

- abide by the requirements of the GDPR, Act and this policy;
- use the data only for the purpose for which it was provided, and
- either return or destroy the data immediately after the approved use.

A current list of these third parties can be found in Appendix G.

Motorsport UK data must **not** be published in any manner whatsoever, except in the ordinary business course of the Motorsport UK.

Users must be aware of inadvertent disclosure of data to third parties. For example, when confirming with a member telephoning the Motorsport UK that the correct record has been located, staff must ask the member to quote their address, **not** ask the member "is your address ...". All requests for data must be referred to the Data Controller.

4.7.5 Data back-up

Server based applications and data are replicated automatically on a near real time basis to an offsite secure data location.

In addition to the offsite replication individual servers are also backed up daily to an onsite backup server.

Appendix A – Motorsport UK Data Protection statement

The GDPR and Act defines your rights as an individual in relation to the information held about you and how it may be used.

Like any membership organisation, the Motorsport UK holds information about our members, staff, consultants, clubs, including title, name and address, post code, email address, date of birth, telephone number, Motorsport UK joining date, Photo ID, type of licence held, gender, transaction data, user name and password, feedback & survey responses, usage data such as information about browsing history and details of products and services reviewed, other membership details including medical, activities and history, methods of payment, and marketing & communications data with the Motorsport UK. We also hold financial data such as bank sort code and account number about our suppliers, staff, officials & volunteers so that payments can be paid directly into their bank account.

Please note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Membership Data – lawful basis ‘performance of a contract with you’. As part of membership of Motorsport UK, you will be required to complete a membership application form containing personal data and certain declarations. The application form is a contractual agreement between you and Motorsport UK. It is retained as a permanent record for your membership.

Official Volunteering System – lawful basis ‘consent’ and ‘performance of a contract with you’. When you express an interest in volunteering at a particular event as a steward, technical official, rescue & recovery, child protection officer, marshal or clerk of course, your data may be transferred to other Motorsport UK registered clubs and their appointed officials. Motorsport UK registered clubs may wish to contact you to make the necessary arrangements to officiate at events.

Payments – Motorsport UK licence holders, certain officials, affiliated clubs and customers are required to make payments for goods and services under a contractual agreement. If the payment is made by debit/credit card, payments are processed by Worldpay secure system and no details are held by Motorsport UK other the type of card. At present, no payments are taken by direct debit. If the payments are made by bacs or cheques, no details are held by Motorsport UK.

Officials, volunteers, staff and suppliers are paid for goods & services performed and reimbursement of certain expenses in accordance with our policy. Once processed, these are scanned electronically kept under a secure location under a password and retained for a period of 7 years for accounting and tax purposes. (Legal obligation).

Membership Communications – lawful basis ‘legitimate interest’ and ‘contractual necessity’.

Whilst managing our relationship with you, Motorsport UK’s primary communication is email and post. We consider that ‘legitimate interest’ provides us with vital flexibility to ascertain the need to inform our members on various matters pertinent to your membership, Motorsport UK and the sport in general.

Motorsport UK uses en masse email distribution system known as ‘Higher Logic’, provided by Informz, a US domiciled company. Your data will be transferred outside EU. Informz have entered into Model Contractual Clauses for the international transfer of personal data collected in the European Economic Area and Switzerland. Informz participates in and has certified its compliance to the Privacy Shield Framework that is deemed to meet adequacy obligations. The data transferred is member’s name and email address. Higher Logic’s privacy policy can be found at:

<https://www.higherlogic.com/legal/privacy>

Grading System – lawful basis ‘contractual necessity’. We have a grading system which reflects the status, knowledge and experience of officials wishing to progress within the motorsports. Officials wishing to upgrade must keep proper records documenting their experience. These records are verified, approved and notified to the members accordingly.

The Motorsport UK is required to provide membership information to the FIA (Fédération Internationale de l'Automobile), which is the world governing body for motor sport, in order to comply with its regulatory functions. It may also need to provide information to other national regulators, for example when processing an application for a competition licence to a foreign national or in connection with an application by a UK national to another national regulator for a competition licence overseas.

The Motorsport UK may be required to provide membership information to the UK Anti-Doping ‘UKAD’, which is the national organisation dedicated to protecting a culture of clean sport. UKAD is responsible for ensuring sports bodies in the UK are compliant with the World Anti-Doping Code through implementation and management of the UKAD policy.

The Motorsport UK may be required to provide information about members to its insurers when dealing with claims involving those members. This is a contractual requirement of the insured, brokers and underwriters. (Lawful basis and contractual necessity).

From time to time, it may be in the legitimate interests of the Motorsport UK to provide you with information about news or events run by the Motorsport UK or one of its strategic partners, or about products and services which we consider may be of direct benefit to you as a member. For example, if your application for a competition licence discloses medical information which may affect your application, we may wish to provide you with information about medical products or services which may be of assistance to you. You have the right to opt out of receiving such information and are, of course, under no obligation to make any use of it if you do not wish to do so. We will not pass on your details to any third party provider of such products or services without obtaining your express prior permission.

It is absolutely essential that you should trust the Motorsport UK to act responsibly and in your interests. The Motorsport UK fully accepts this responsibility and is happy to give you an undertaking that it will keep information about you up to date and accurate, and do everything it can to prevent the data from being used in any unauthorised or illegal way.

In addition to the Motorsport UK’s commitment, the GDPR and Act gives you more extensive rights in relation to the information held about you. If you prefer that the Motorsport UK stops using your information for the purpose of advising you about Motorsport UK services, or if you feel that it is using information about you in any way that which you believe may cause you (or another person) substantial damage or distress, you can request that your records are no longer used in this way by:

- Writing to The Data Protection Officer, The Royal Automobile Club Motor Sports Association Limited, Motor Sports House, Riverside Park, Colnbrook, Berkshire, SL3 0HG;
- Telephoning Licensing Dept on 01753 765050 or 01753 765000;
- Sending an email to Complaints@motorsportuk.org; or
- Using an opt-out form.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. (<https://ico.org.uk/concerns/> Telephone no. 0303 123 1113)

If you would like the Motorsport UK to send you a copy of the information we hold about you, please write to the address above, with a completed form from Appendix E, specifying your membership number.

Appendix B – Application form (including web applications)

The Motorsport UK will use the information you have provided here for the purpose of providing you with an Motorsport UK licence/membership, goods and services, or to provide you with information about news or events run by the Motorsport UK, registered clubs or one of its strategic partners, or about products and services which we consider may be of direct benefit to you as a member.

The Motorsport UK may be required to provide membership information to the FIA, or to other national regulators in order to comply with its regulatory functions, or to its insurers when dealing with claims involving you.

For further details, please see the Motorsport UK's Data Protection Statement which may be found at <https://www.motorsportuk.org/Data-Protection>

The Motorsport UK will not pass on your details to any other person or organisation without obtaining your express prior permission.

Appendix C – Motorsport UK website privacy statement

PRIVACY POLICY

1. GENERAL

The Motorsport UK is committed to safeguarding your privacy on-line. The purpose of this Privacy Policy is to tell you what personal information the Motorsport UK collects about you and the purposes for which it processes this information. This Privacy Policy does not apply to third party sites, which the Motorsport UK site links to.

2. INFORMATION COLLECTED

Personal information about you is collected when you register or fill in a form, place an order for goods on the Motorsport UK website or when you send an e-mail to Motorsport UK. This information will be used for the purpose for which it is provided, and may also be used for other related purposes of which you will be informed at the time of giving the information. Paragraph 9 below explains how you may inform the Motorsport UK at any time if you wish it to cease using your personal information for such other related purposes.

The Motorsport UK will from time to time also collect information about you that does not reveal your identity. It will use this information for research or editorial purposes and occasionally for other internal purposes. At all times it will be used in aggregate form and will not be connected to any name, address or other personal identifying information.

3. USE OF PERSONAL INFORMATION

The Motorsport UK processes personal information in order to conduct market research surveys, run competitions, provide you with information about products and services on offer and process your orders for such products and services. The Motorsport UK may from time to time use your contact information to tell you about news or events run by the Motorsport UK or one of its strategic partners. Paragraph 9 below explains how you may opt out of receiving such mailings, either when you register with the Motorsport UK or at any time afterwards. The Motorsport UK may also contact you with important information about your registration details even if you have opted out of receiving promotional e-mails

4. DISCLOSURES

The Motorsport UK might disclose your information under strict terms of confidentiality and restriction of use to partners of the Motorsport UK who supply services on behalf of the Motorsport UK and who require to process personal data in order to provide such services. The Motorsport UK will not disclose any of your personal information to any other third parties without your express consent.

5. USE OF COOKIES

5.1. Cookies are small amounts of information that are sent to and stored on your computer. They are used to identify you when you visit our web site and to make the site more convenient and pleasurable. Cookies are used to remember user names, passwords and preferences and to deliver a faster and more personalised service. The Motorsport UK website may contain adverts created and provided by a third party. These adverts may place cookies on your computer that collect information about you and your use of the Internet. Motorsport UK does not control the collection or use of your information by such advertisers and this Privacy Policy does not apply to such information. A copy of our Cookies Policy is available at <http://www.motorsportuk.org/site/cms/contentChapterView.asp?chapter=283>

5.2. If you do not wish to have cookies placed on your computer you can disable cookies on your Internet browser. Turning them off, however, might mean that you will not be able to enjoy the Motorsport UK website to its fullest.

6. LINKS

There are links to the Motorsport UK website on third party websites over which the Motorsport UK has no control. The Motorsport UK accept no responsibility or liability for any third party practices on third party websites. The Motorsport UK advises you to carefully read third party privacy statements prior to use of their sites.

7. INTERNATIONAL TRANSFERS

Where a person holds a non-UK passport and applies for a Motorsport UK licence, personal data may need to be passed to the regulatory bodies for motor sport in the countries of their passports for certification.

The Motorsport UK does not knowingly transmit data outside the EEA for any other purpose, and does not intend to do so. (with the exception of en masse email distribution system – Appendix A). However, where the Motorsport UK uses strategic partners to fulfil orders on its behalf, it will be necessary to transfer relevant information to the partners for this purpose and, if those partners operate in countries outside the EEA, this may mean that data are transmitted outside the EEA. Any such transfer will be conditional on the partner explicitly agreeing to abide by the requirements of the GDPR and Act and the Motorsport UK's Data Protection Policy, to use the data only for the purpose for which it was provided, and either to return or destroy the data immediately after the approved use.

8. SECURITY

The Motorsport UK website has security measures in place to protect against loss, misuse and alteration of your personal information under the Motorsport UK's control. However, no data transmission of the Internet can be guaranteed to be 100% secure and, whilst the Motorsport UK strives to protect your personal information, it cannot guarantee the security of any information you transmit, and you do so at your own risk. Once the Motorsport UK receives the transmission, it will use its best efforts to ensure the security on the system.

9. CONTACT PREFERENCES

Clearly, it will not be possible for the Motorsport UK to provide you with the services or benefits you have requested without storing and processing the information you have provided to it for this purpose. In addition, the Motorsport UK is required to provide membership information to the FIA, and occasionally to other national regulators of motor sport, in order to comply with its regulatory functions, and it may be required to provide information about members to its insurers when dealing with claims involving those members. For further information, please see the Motorsport UK's Data Protection Statement at www.motorsportuk.org/Data-Protection

You may, however, opt in of receiving other information from the Motorsport UK and its carefully chosen partners. You will be given the opportunity to do so in an appropriate manner whenever you register, fill in a form or place an order for goods on the Motorsport UK website. You may opt out at any time thereafter by:

*Writing to The Data Protection Officer, The Royal Automobile Club Motor Sports Association Limited, Motorsport UK House, Riverside Park, Colnbrook, Berkshire, SL3 0HG;

*Telephoning Licensing Dept on 01753 765050 or 01753 765000;

*Sending an email to Complaints@motorsportuk.org or

*Using an opt-out form

10. SUBJECT ACCESS REQUESTS

You have a right to know about the personal information the Motorsport UK holds about you. You also have a right to have your data corrected or deleted. Please address all of your requests and / or queries about data held by the Motorsport UK to:

The Data Protection Officer
The Royal Automobile Club Motor Sports Association Limited
Motorsport UK House
Riverside Park
Colnbrook
Berkshire
SL3 0HG

Appendix D – Licence/Membership Department Scripts

When contacted by telephone/email etc. the Motorsport UK will store and use the information you have provided for the purpose of providing you with Motorsport UK licence/membership, goods & services and for complying with its associated regulatory obligations.

The Motorsport UK will not disclose this information to any other person or organisation, without obtaining your express prior permission and adequate protection.

Appendix E – Data Subject Access Request Form

THE ROYAL AUTOMOBILE CLUB MOTOR SPORTS ASSOCIATION LTD

(“Motorsport UK”)

DATA SUBJECT ACCESS REQUEST FORM

Please read this before completing this form:-

The GDPR and Act gives any individual rights to request to be told and see what information is held about them by the Motorsport UK. The term “data subject” refers to the person about whom the information is being requested.

This form should be used wherever possible in making a Subject Access Request. Using this standard form will greatly assist the Motorsport UK in meeting a request for information. However, if an individual provides all the information necessary for an officer of the Motorsport UK to comply with their request other than by completing this form, the request will still be complied with.

You should receive a written or electronic response and copy of any appropriate access documents within 30 days of receipt of this form unless the request is excessive. Motorsport UK may require verification of the requestor’s identity.

1. Details of person requesting the information Licence Number (if known).....
--

Surname: First Name(s):

Address : Postcode..... Tel. No:(work) Date of Birth: E-mail:

2. Please describe the information you seek, together with any other relevant information that will help us to identify the information you require.
3. Are you the Data Subject? YES qIf you are the Data Subject please supply evidence of your identity i.e., copy of Motorsport UK licence. NO q If you are not the Data Subject, are you acting on behalf of the Data Subject with their written authority? If so, that written authority must be enclosed with this request form

together with evidence of your identity and that of the Data Subject. [Please now complete Sections 4 and 5].

4. Details of the Data Subject (if different to Section 1)

Licence Number (if known).....

Surname: First Name(s):

Address :

.....

..... Postcode.....

Tel. No:(work) Date of Birth:

E-mail:

5. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

.....
.....
.....

DECLARATION to be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

I,, certify that the information given on this Subject Access Request form to The Royal Automobile Club Motor Sports Association Ltd is true. I understand that it is necessary for The Royal Automobile Club Motor Sports Association Ltd to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature Date:

Please return the completed form and send it to: The Data Protection Officer, The Royal Automobile Club Motor Sports Association Limited, Motor Sports House, Riverside Park, Colnbrook, Berkshire, SL3 0HG.

Documents which must accompany this application are: (a) evidence of your identity, (b) written authority and evidence of the Data Subject's identity [if different from (a)].

Appendix F – Opt Out Form

THE ROYAL AUTOMOBILE CLUB MOTOR SPORTS ASSOCIATION LTD

(“Motorsport UK”)

I do not wish the Motorsport UK to use my personal data for the purpose of following contact types.

Please tick the relevant box/boxes:

Goods & services

News & events run by the Motorsport UK

Other (please specify)

Signed by

Name

Address

Motorsport UK Licence No.....

Date

Please note that by opting out of certain categories might conflict with the ability to carry out certain official roles or competitor activities.

Appendix G – Release of Data to Third Parties

THE ROYAL AUTOMOBILE CLUB MOTOR SPORTS ASSOCIATION LTD

(“Motorsport UK”)

The Motor Sports Association use the following organisations as data processors for the fulfilment of its role. Whilst working in conjunction with the Motorsport UK they are expected to operate within the scope of the Motorsport UK Data Protection Policy and relevant protections laws.

FIA – Accident & Regulatory Recording of Members (including Historic Technical Passport details)

iMIS & ThankQ – Customer Relationship Management Software Maintenance

CST Ltd – Computer Hardware Engineers and Cyber Security Experts

haysmacintyre – Motorsport UK Auditors and Tax Advisers

Aviva Plc and Scottish Widows Ltd – Motorsport UK Personal Pension Scheme

JLT Employee Benefits Ltd – Motorsport UK Final Salary Pension Scheme

Legal & General Plc – Motorsport UK Staff Benefits Scheme

RAC – Car Breakdown Service

Motorsport UK Staff Medical Insurance Scheme