

TEMPLATE PRIVACY NOTICE (SIMPLIFIED) FOR MOTORSPORT UK REGISTERED CLUBS

NOTES:

1. On 25 May 2018 the provisions of the European General Data Protection Regulation (“GDPR”) were implemented in UK law by the Data Protection Act 2018.
2. Motorsport UK has published a series of GDPR Bulletins for clubs to enable them to prepare for the implementation of GDPR.
3. This Template Privacy Notice aims to cover basic requirements for transparent and fair processing as set out in GDPR. It may be suitable, with limited modification, for smaller clubs which use only basic personal information for straightforward purposes.
4. Larger clubs, those using personal information for more extensive purposes or which have a significant online presence, or those with their own premises and CCTV, will need to make modifications to the template taking account of their particular processing. Data collection by CCTV should be separately described in an appropriate CCTV Policy.
5. The template assumes clubs have an online presence through their own website and that data collection by cookies, if any, is separately described in an appropriate Cookie Policy.
6. Many clubs will use third party websites, such as for online entries and payment processing. The GDPR implementation date is a timely reminder to clubs to regularly review such relationships, ensuring they are clearly documented and include data processing conditions that protect the club.
7. The Information Commissioner’s Office website (www.ico.org.uk) has further guidance on privacy notices, and general guidance on GDPR.
8. In making this template available to clubs, Motorsport UK is not giving legal advice.

[MOTOR SPORT CLUB] PRIVACY NOTICE

[Motor Sport 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.

[Motor Sport Club] is the data controller for the purpose of GDPR and the Data Protection Act 2018. Our address is [Motor Club Address]. Our club contact for privacy and data is [Name of Representative], and the contact details are [Contact Details].

Collecting your information

We collect your information when you fill in membership application or renewal forms, and competition event entry forms. 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 using CCTV, add reference to image data collection and link to a separate CCTV policy.]*

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 [Motor Club] and then to administer and renew your club membership, and provide you with member benefits. We also use your information when you enter club events. For competitions, we will publish some of your information in the programme and the results, which will be in the public domain. Your information is used in these ways to fulfil our contract with you.

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

We might use your information to send you marketing messages by email, but only if you have agreed that we can do this by giving us your clear consent – and you can change your mind at any time just by letting us know by contacting us. We will not sell your information to another organisation.

To support your lifetime relationship with motor sport and [*Motor Sport Club*] we may keep your information indefinitely. Unless we are required to retain information by relevant legislation, we will, at your request, delete your personal data from our system.

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 Motorsport UK 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 to print programmes.

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 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 to our web-based services, including on line entry and payment. For more detail about how we use cookies please go to our Cookie Policy [*add link*].

The club website might contain links to other websites such as online entry and payment sites, partners, and advertisers. 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

Your information is held securely by us. We have taken all reasonable steps, and have in place appropriate security measures, to protect your information. 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 may 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).

This privacy notice was last updated on [24 May 2018], and we will communicate any changes to you.