

# **RICHMOND MOTOR CLUB (YORKSHIRE) LTD**

## **DATA PROTECTION AND PRIVACY POLICY NOTICE**

Richmond Motor Club (Yorks) Ltd (the club) is committed to data protection and data privacy. With the General Data Protection Regulation (GDPR) becoming enforceable from 25 May 2018, we have undertaken a GDPR readiness programme to review our entire club procedures, the way we handle data and the way in which we use it to provide our services and manage club operations.

We hold personal data on members and officials to manage and administer your membership and events, meet legal obligations and to perform vital internal functions. This notice details the personal data we may retain, process and share with third parties relating to your membership and relationship with us and vital business operations. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and administrative procedures to safeguard and secure personal data we hold.

### **Introduction**

We have issued this notice to describe how we handle personal information that we hold about our members and officials (collectively referred to as "you").

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law. This notice sets out the personal data that we collect and process about you, the purposes of the processing and the rights that you have in connection with it.

If you are in any doubt regarding this notice, please contact ROS BROWN.

### **Types of personal data we collect and purposes for processing personal data**

#### **Information we process because we have a contractual obligation with you**

When you apply to become a member of the club, enter an event or otherwise agree to our terms and conditions, a contract is formed between you and us. In order to carry out our obligations under that contract we must process the information you give us. Some of this information may be personal information.

When you become a member of or renew your membership with Richmond Motor Club (Yorks) Ltd you will automatically be registered as an affiliated Member of the Auto Cycle Union (ACU). We will provide the ACU with your personal data which they will use to enable access to an online portal for you. If you have any questions about the continuing privacy of your personal data when it is shared with the ACU, please see the ACU's privacy notice on the ACU website ([www.acu.org.uk](http://www.acu.org.uk)).

When you enter competitions the following information may be collected and shared with other ACU event Organisers/ACU Head Office/ACU Local Centre:

First Name, Surname, Gender, Date of Birth , Age, Make/Model/CC, Class, Email, Address, Phone number, Club, Event, Disabled (Y/N).

#### **Information we process with your consent**

Through certain actions when otherwise there is no contractual relationship between us, such as when you browse our website, social media or ask us to provide you more information about our events or membership, you provide your consent to us to process information that may be personal information.

Sometimes you might give your consent implicitly, such as when you send us a message by e-mail to which you would reasonably expect us to reply.

#### **Legitimate business purposes**

We may also collect and use personal information when it is necessary for other legitimate purposes, such as to help us conduct our club business more effectively and efficiently – for example, for general IT security

management, accounting purposes or financial planning. We may also process your personal information to investigate violations of law or breaches of our own internal policies.

### **Legal purposes**

We may also use your personal data where we consider it necessary for complying with laws and regulations, including collecting and disclosing customer personal information as required by law (e.g. for tax, health and safety, anti-discrimination laws), under judicial authorisation, or to exercise or defend our legal rights.

### **Legal basis for processing personal data**

Our legal basis for collecting and using the personal data described above will depend on the personal data concerned and the way we collect it. We will normally collect personal data from you only where we need it to perform a contract with you (i.e. to manage the member/official & club relationship), where we have your freely given consent to do so, or where the processing is in our legitimate interests and only where this interest is not overridden by your own interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person.

Any processing based on consent will be made clear to you at the time of collection or use – consent can be withdrawn at any time by contacting ROS BROWN.

### **Who we share your personal data with**

We take care to allow access to personal data only to those who require such access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the data is used in a manner consistent with this notice and that the security and confidentiality of the data is maintained.

For example, some personal data will be available to other ACU event Organisers/ACU Head Office/ACU Local Centre, and may be available to our service providers and third-party companies who provide us with our accounting services, insurance and training provision.

### **Publication of Event/Competition Results**

As a Club we publish the results of our Trials and Events to our website and social media. This may include relevant personal information, such as name, age, machine details, class, score. This information may also be used by the Press to be published in sports columns. If you do not wish your details to be used in this way, please contact us by emailing [secretary@richmondmotorclub.com](mailto:secretary@richmondmotorclub.com).

### **Website Cookies**

The Richmond Motor Club website uses cookies (1<sup>st</sup> party) for Google Analytics only, to collect website behaviour data, personal data is not collected. You can read more about this at:

<https://support.google.com/analytics/answer/6004245?hl=en>

### **Links to other websites**

Our website may contain links to other websites of interest. Please note that if you use these links to leave our website, we do not have any control over those other websites. We cannot therefore be responsible for the protection and privacy of any information you provide whilst visiting those websites and such websites are not governed by this privacy policy notice. You should exercise caution and view the particular privacy policy relating to the individual website.

### **Transfers to third-party service providers**

In addition, we make certain personal data available to third parties who provide services to us. We do so on a "need to know basis" and in accordance with applicable data protection and data privacy laws.

## **Transfers to other third parties**

- To comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative or judicial process
- In response to lawful requests by public authorities (including for national security or law enforcement purposes)
- As necessary to establish, exercise or defend against potential, threatened or actual litigation
- Where necessary to protect the vital interests of our members, officials or another person
- With your freely given and explicit consent

## **Data retention**

Personal data will be stored in accordance with applicable laws and kept for as long as needed to carry out the purposes described in this notice or as otherwise required by law. Generally, this means your personal information will be retained until the end of your membership/official relationship with us plus a reasonable period of time thereafter to respond to club related inquiries, to comply with legal obligations including the period demanded for accounting and administration purposes, insurance, health & safety or to deal with any legal matters.

Any queries on Data Retention and our current document retention schedule should be directed to [secretary@richmondmotorclub.com](mailto:secretary@richmondmotorclub.com).

## **Your rights**

You may exercise the rights available to you under data protection law as follows:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights in relation to automated decision making and profiling

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws. You can read more about these rights at:

<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

To exercise any of these rights, please contact ROS BROWN by emailing [secretary@richmondmotorclub.com](mailto:secretary@richmondmotorclub.com)

## **Issues and complaints**

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. Please contact us in writing at Richmond Motor Club (Yorkshire) Ltd, The Old Mill, Low Row, Richmond, North Yorkshire. DL11 6NH or email [secretary@richmondmotorclub.com](mailto:secretary@richmondmotorclub.com).

This notice was drafted with clarity in mind. It does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office in their capacity as the statutory body which oversees data protection law – [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

#### **Updates to this notice**

This notice may be updated periodically to reflect any necessary changes in our privacy practices. In such cases, we will update the copy held on our website [www.richmondmotorclub.com](http://www.richmondmotorclub.com). We encourage you to check this notice periodically to be aware of the most recent version.

#### **Contact details**

Please address any questions or requests relating to this notice to ROS BROWN by emailing [secretary@richmondmotorclub.com](mailto:secretary@richmondmotorclub.com) or in writing to the address above.

