

## **Ripon Motor Club**

### **Data Protection and Privacy Policy**

Ripon Motor Club is fully committed to GDPR which came into effect from 25/05/2018.

We hold personal data on members and officials in order for us to manage your membership and carry out trials and to meet the legal requirements. This policy details the personal data we may retain, process and share with third parties relating to your membership, relationship with us and the running of the Club. 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 information we hold.

#### **Introduction**

We have devised this policy to inform you of how we handle the personal data we hold on our members and officials.

We respect the privacy rights of everyone and are dedicated to handling personal information responsibly and in accordance with the law. This notice informs you about the personal data we collect and process about you, the purpose of holding it and your rights regarding it.

#### **What data do we collect?**

When you apply to be a member of the Club or enter an event, a contract is made between us. In order to carry out our duties under that contract we must process the information you give us.

When you become a member of or renew your membership this is now done via the ACU website. If you have any questions about the privacy of your personal data submitted via the ACU website then please see the ACU'S privacy notice on the ACU Website ([www.acu.org.uk](http://www.acu.org.uk))

When you enter events the following information may be collected;

First name

Surname

Gender

Date of birth

Age

Make/model/cc of bike

Class

Email address

Address

Phone number

Club riding for

Disability Y/N

Next of kin

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

If you browse our website, Facebook page or make a general enquiry this gives us your consent to process your personal information without a contractual relationship between us.

You will give your consent implicitly by sending an email in which you would expect a reply to.

### **Legitimate business purposes**

We may use your personal information for our IT security management, accounts or financial planning. It may be used to for policy breaches or law violations.

### **Legal purposes**

We may need to use your personal information if required by law, judicial authorisation or to defend our legal rights.

### **Who is your information shared with?**

Information will only be shared with those who require it to carry out their duties, and third parties who have a genuine reason for needing it. Appropriate control measures will ensure data is kept safe.

Some personal data will be available to other ACU event Organisers/ACU Head Office/ACU Local Centre and any third -party companies that provide us with our accounting, insurance and/or training.

### **Publication of Events/Competition Results and Photographs.**

We publish the results of our events and photographs to our website and our Facebook page. This may include details such as name, age, bike details, class and score. This may also be used by the press to be published in sports columns. If you do not wish for your details or photographs to be used in this way, please contact the Club Secretary.

### **Website Links**

Our website may contain links to other websites. Please be aware that if you use these links and leave our website then we do not have control over those websites.

### **Transfers to other third parties**

Would be ;

To comply with the legal duties, the law, court order or judicial process

By lawful requests from public authorities

To establish, exercise or defend against potential, threatened or legal action

To protect the interests of our members, officials or another person.

With your given consent

## **Retention**

Personal data will be stored with the relevant laws and kept for as long as it is needed for in this policy or by the legislation. This would be usually until the end of your membership, and for a period of time afterwards to comply with the legal obligations including the time required for accounting, administration, insurance, health and safety or legal matters.

If you require any information on retention periods then please contact the Club Secretary.

## **Your rights**

To be informed

The right of access

The right of 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 will respond to all requests received from members wishing to exercise their rights regarding GDPR.

You can read more information on this at;

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

To exercise any of these rights please contact [sarahlaws123@btinternet.com](mailto:sarahlaws123@btinternet.com)

## **How to complain**

We try our utmost to use the highest of standards when collecting and using personal information. For this reason, we take any complaints about this very seriously. Please bring it to the club's attention if you are not happy with how your personal data is being handled. We would also like to hear from you if you have any ideas if we could improve our procedures in any way.

