



# ASSOCIATION OF WEST MIDLAND MOTOR CLUBS

## **ASSOCIATION OF WEST MIDLAND MOTOR CLUBS PRIVACY NOTICE**

ASSOCIATION OF WEST MIDLAND MOTOR CLUBS 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 Association membership, activities, championships and competitions.

The ASSOCIATION OF WEST MIDLAND MOTOR CLUBS is the data controller for the purpose of GDPR and the Data Protection Act 2018. Our address is % 'Canalside', Longdon on Tern, Telford, Shropshire. TF6 6LQ. Our association contacts for privacy and data are the Chairman and Webmaster as listed on the Officers page of [www.awmmc.org.uk](http://www.awmmc.org.uk), and the contact details are [dpo@awmmc.org.uk](mailto:dpo@awmmc.org.uk).

### **Collecting your information**

We collect your information when you initially apply for affiliation, when you fill in a renewal form or a championship registration form. You may also notify the Secretary of any change in contact details. 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 shall also ask for information from your parent or guardian.

### **Using your information**

For officials of member clubs of the Association, we use your information when your club first applies to become a member of the ASSOCIATION OF WEST MIDLAND MOTOR CLUBS and then to administer and renew your club's membership of the ASSOCIATION OF WEST MIDLAND MOTOR CLUBS and provide your club with member benefits. For officials of member clubs, we will publish some of your information in the ASSOCIATION OF WEST MIDLAND MOTOR CLUBS Year Book, which will be in the public domain and on the Association website. Your information is used in these ways to fulfil our contract with you and your club. Championship Co-ordinators will have access to your personal data in order to fulfil our contract with you and championship positions will be in the public domain and posted on the Association website.

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. We will not sell your information to another organisation.

To support your lifetime relationship with motor sport and the ASSOCIATION OF WEST MIDLAND MOTOR CLUBS we may keep your information indefinitely, unless you ask us to delete it.

### **Sharing your information**

We may share your information with Motorsport UK 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 Year Books.

### **Our website**

When you use our group 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. At the time of writing this policy the website does not make use of any cookies. Should this situation change then notification will be given here as to the location of our Cookie Policy.

The Association 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](http://www.ico.org.uk)).

This privacy notice was last updated on 17 Jan 2019, and we will communicate any changes to you.