

## Tongham Motor Club (TMC) Data Privacy Policy

### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.tonghammotorclub.co.uk](http://www.tonghammotorclub.co.uk) regularly for any amendments.
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

### 2. Who are we?

- 2.1 We are Tongham Motor Club (TMC), a Community Amateur Sports Club (CASC) and we can be contacted via the contact numbers on our website, or via our Facebook page.

### 3. What information we collect and why.

- 3.1 Legal basis of processing: the information described below is processed for the purposes of our legitimate interests in operating and promoting the Club

Type of information	Purpose
TMC licence holder's name, address, telephone numbers, e-mail address(es).	Managing the licence holder's membership of TMC
Date of birth / age related information	Managing licence categories which are age related
Medical history	To supply to attending medical staff in an emergency
Name, email address, telephone number and address of each committee member.	Managing committee duties and enabling prompt and effective communication

### 4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where/if you are transmitting information to us over the internet, including social media, this can never be guaranteed to be 100% secure.
- 4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## **5. Who else has access to the information you provide us?**

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the prior table or in paragraphs 5.2 and 5.3 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents, and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (subprocessors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

## **6. How long do we keep your information?**

- 6.1 We will hold your personal data for as long as you are a TMC member, and for as long afterwards as it is in the Clubs legitimate interest to do so, or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. the establishment, exercise or defence of legal or insurance claims.
- 6.2 We securely destroy all financial and medical information once we have used it and no longer need it.

## **7. Your rights**

- 7.1 You have rights under the GDPR: (a) to access your personal data; (b) to be provided with information about how your personal data is processed; (c) to have your personal data corrected; (d) to have your personal data erased in certain circumstances; (e) to object or restrict how your personal data is processed (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113. Information Commissioner's Office: Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF. For more details, please address any questions, comments and requests regarding our data processing practices to the Club Secretary.