



**TAVERN MOTOR  
CLUB LTD**

# **GDPR Policy**



<b>Version</b>	<b>Author</b>	<b>Date of Review</b>	<b>Review Points</b>	<b>Endorsed By:</b>
V0.1	D Desbois Secretary	2021		Committee

This policy will be reviewed annually or when there is a legislative change or review to lessons learned or best practice guidance

## TAVERN MOTOR CLUB LIMITED

Registered in England and Wales

Company Number 1186810

Registered Office:

Hylands, Holcombe, BA3 5DU



## CONTENTS

	GDPR Statement	4
	Collecting your Information	4
	Using your Information	4
	Sharing your Information	4
	Security of your Information	5
	Our Website	5
	Your Rights	5



## **1. GDPR Statement**

Tavern Motor 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. Tavern Motor Club is the data controller for the purpose of GDPR and the Data Protection Act 2018. Our address is 1 Silverlow Road, Nailsea, Bristol, BS48 2AD. Our club contact for privacy and data is Phil Beckham at the above address or email at [p.beckham@blueyonder.co.uk](mailto:p.beckham@blueyonder.co.uk)

### **Collecting your information**

We collect your information when you fill in membership application or renewal forms, and competition event 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 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 Tavern Motor Club and then to administer and renew your club membership, and provide you with the Club magazine and other 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 also publish photographs or videos on the club website or photographs in documents which will be in the public domain. Your information is used in these ways to fulfil our contact 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 used 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. We will not sell your information to another organisation. To support your lifetime relationship with motor sport and Tavern Motor 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 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 programmes.

## **Security of 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.

## **Our Website**

When you use our club website we do not collect or retain information about you, in particular your IP (Internet Protocol) address, by using cookies.

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.

## **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 16<sup>th</sup> December 2021, and we will communicate any changes to you.

**END**