

## **East Midlands Association of Motor Clubs Ltd Privacy Notice**

The East Midlands Association of Motor Clubs Ltd respects your privacy and we shall 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 East Midlands Association of Motor Clubs Ltd is the data controller for the purpose of GDPR and the Data Protection Act. Our address is Field House, Wheatbridge, Chesterfield, Derbyshire, S40 2AB. Our club contact for privacy and data is David James, and the contact details are [dpo@emamc.org.uk](mailto:dpo@emamc.org.uk).

### **Collecting your information**

We collect your information when you fill in club membership application or renewal forms, and championship registration 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 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 East Midlands Association of Motor Clubs Ltd and then to administer and renew your club's membership of the Association and provide your club with member benefits. For individuals, we also use your information when you register for Association championships. For officials of member clubs, we shall publish some of your information in the Association Year Book, which will be in the public domain. For championships, we shall publish some of your information in the results, which will be in the public domain. Your information is used in these ways to fulfil our contract with you.

We may ask you for emergency contact and next of kin details which we shall 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 shall not sell your information to another organisation.

To support your lifetime relationship with motor sport and the East Midlands Association of Motor Clubs Ltd we may keep your information indefinitely, unless you ask us to delete it.

## **Sharing your information**

We may share your information with the Motor Sports Association as required by its General Regulations for governing motor sport, with other MSA 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.

## **Our website**

When you use our Association 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. For more detail about how we use cookies please go to our Cookie Policy via <http://www.emamc.org.uk/>.

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 shall 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 30 April 2018, and we shall communicate any changes to you.