



# Privacy Notice

This Privacy Notice will be reviewed annually or when there is a legislative change or review due to lessons learned or best practice guidelines

Ludlow Castle Motor Club is a Motorsport UK recognised club.

We will collect, use and store personal data, as described in this Privacy Notice when people engage in activities through the Club and its partners. This includes members, visitors, guests and other people using the facilities and services of the Club.

We have robust policies and procedures in place, including a Data Protection Policy and Social Media Policy. We have also adopted a 'privacy by design' approach and this helps to ensure that we consider the privacy implications of our IT systems and club activities.

## **The Data Protection Principles**

At Ludlow Castle Motor Club, we are bound by the UK GDPR which includes eight principles that we must apply when collecting and using your personal data. These are:

- To process your personal data in a manner which is lawful, fair and transparent. This means that when we collect and use your personal information, we must have a lawful basis for doing so, we must consider the rights and interests of the data we collect about you and provide clear information about our use of your data
- Collecting your data for a specified and legitimate purposes and not used in any ways which are incompatible with those. When we collect your personal data, we must be very clear about why we need it and what we will do with it. If we do collect personal data for one purpose, then rightly, we may not use it for an unconnected purpose.
- Your personal data we collect must be adequate, relevant and limited to what is necessary for the purposes for which it is. This means we must make sure that we only collect and use personal data that is strictly necessary for our stated purpose or purposes.
- Personal data must be accurate, and where necessary, kept up to date. We are required to take all reasonable steps to ensure that the personal data held is correct and kept up to date. This means that from time to time, we will review the personal data we hold and may contact you to make sure the personal data we have about you is current
- Personal data must be kept for no longer than is necessary for the purposes for which it is. In some cases, it may only be necessary for us to be able to directly identify you for a short period of time.
- Personal data must be used in a manner that ensures appropriate security of the data. This means that our policies, procedures, systems and working practices must ensure you're your personal data is kept secure at all times.

## **Your Privacy**

Ludlow Castle 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 the Club's membership and activities.

Ludlow Castle Motor Club is the data controller for the purpose of the Data Protection Act 2018 and UK General Data Protection Regulation. The address of our Registered Office is given at the foot of this notice. Our contact for privacy and data is our Club Secretary, who can be contacted at [members@ludlowcastlemotorclub.co.uk](mailto:members@ludlowcastlemotorclub.co.uk).

## Collecting your Information

We need to collect our members' and customers' personal information so that we can manage your relationship with us. We collect your information when:

- you complete your membership application or renewal forms
- you complete registration forms for events or training

The information you give us may include your contact details (name, address, telephone number and email address), personal information and identifiers (date of birth, membership number).

We may ask you for safety and emergency details (emergency contacts, relevant health conditions) which we will only use in an emergency and for a legitimate reason.

If you do not provide us with all of the personal information that we need, it may affect our ability to offer you our membership services and benefits.

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 to manage your relationship with us by providing you with news and updates about the activity of the Club, opportunities to get involved, training, general meetings and other events.

We will not sell your information to another organisation.

We will only hold your information if you are a paid member of Ludlow Castle Motor Club unless you give us permission to do so.

## Legal Obligations

At Ludlow Castle Motor Club, we collect, use and are responsible for certain personal data about you. The data we collect is strictly regulated by law and we take full responsibility as 'controller' of that personal data.

There are eight bases for processing personal data that we abide by:

- We will always seek your consent when you have explicitly told us that we may collect and use your personal data – for example by asking us to add you to a mailing list
- When we need to collect and use personal data to enter into or perform a contract – for example if the club receives funding
- When we need to collect and use personal data to carry out our legal duties – for example to respond to a request for information under the Freedom of Information Act
- When we need to collect and use personal data to protect your vital interests or the vital interests of another person – for example by contacting the relevant authorities if we believe an individual is likely to come to immediate harm

- When we need to collect and use personal data to carry out one of our official tasks, or a task that is in the public interest – for example when we carry out surveys about sports participation
- When we need to collect and use personal data to pursue the legitimate interests of Ludlow Castle Motor Club, or a third party, unless doing so would interfere with your rights and freedoms – for example, when we are dealing with complaints

Our lawful basis for collecting and using personal data varies depending on why we have collected it and what we will do with it.

## **Other Uses of your Personal Information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes and provide you with the opportunity to protect your right to object.

## **Sharing your Information**

We may share your information with:

- Motorsport UK, as required by its General Regulations for governing motorsport
- other Motorsport UK Registered Clubs and Regional Associations
- professional and legal advisers for the purpose of obtaining advice
- medical personnel
- 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 membership cards. These external third parties may process personal data on our behalf as “processors” and are subject to contractual conditions to only process that personal information under our instructions and protect it. We only share such information strictly required for the specific purposes and we take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

## **Our Website**

Our website contains links to other websites and social media platforms. If you follow links to other websites, please review the terms and conditions of use and privacy policy for each site because we are not responsible for information you share on those sites.

When you use our website we may collect information about you, in particular your IP (Internet Protocol) address, by using cookies. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

We use three types of cookies on our websites:

- Session or temporary cookies that are deleted after each visit. These cookies help us monitor movement from page to page, so we can ensure any choices you make and/or details you submit are 'remembered' as you navigate the site.
- Persistent cookies that are valid across visits. They help our websites remember you as a user each time you use the same computer to revisit us.

- Third-party cookies that are used by external content from other third-party websites within our website. These include sites such as Facebook and Twitter, whose cookie usage policy you can view on their own websites.

More information is provided in our [Cookie Policy](#).

## **Photographs**

We regularly take photographs and video clips at meetings and events. These may include identifiable images of you, and in some cases, we will associate your name with these images. We may use these photographs and videos both within the Club and with external sources, to raise awareness of the Club's activities and the efforts of our members.

If you do not want any photographs or videos that include you to be used, please email [members@ludlowcastlemotorclub.co.uk](mailto:members@ludlowcastlemotorclub.co.uk)

Please note that if you do opt out of the Club using images of you, we cannot be held liable for the images shared in other locations over which we do not have control – for example, but not limited to, personal social media accounts.

## **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 is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide information about our Club. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. Wix stores your data on secure servers behind a firewall.

## **Your Rights**

You have a right to:

- change your communication preferences or restrict the processing of your personal data for specific purposes
- request that we correct your personal data if you believe it is inaccurate or incomplete
- access the personal data that we hold about you
- request that we delete your personal information in certain circumstances
- ask us not to use your information for marketing purposes

If you are unhappy about how we have used your data, you should inform us by email.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

## Notification of Changes

We review this Privacy Notice annually, but we reserve the right to amend it at any time. Notice of any change will be posted on our website and will be deemed effective upon publication.

*Registered Office Address - Brookhouse, Felhampton, Church Stretton, Shropshire. SY6  
6RJ*