

Guernsey Kart & Motor Club LBG

Privacy Notice

The Guernsey Kart & Motor Club LBG (GKMC) takes the protection of your personal data seriously. As a Not-for-Profit organisation, the GKMC is registered with The Office of the Data Protection Authority as required by The Data Protection (Bailiwick of Guernsey) Law, 2017, as amended.

Summary of how we use your data

- We use your personal data to manage and administer your membership and your involvement within the disciplines and sections of the club, and to keep in contact with you for these purposes. We also hold certain data to ensure child safety.
- Some data may be shared with the Motorsport UK (MSUK) and/or The Auto Cycle Union (ACU), who are the national bodies for the sport or disciplines within this club.
- Where we rely on your consent you can withdraw it at any time.
- Amongst the data we collect from participants may be medical (including injury) information.
- We will hold this where you (or your parent) have given explicit consent so that we are aware of your condition and can ensure that you are supported appropriately.
- Where you are involved in a particular role within the club or discipline, you may be required to undergo a Disclosure & Barring Service check. Where this happens you will be involved and a copy of the check will be held by the club.

What does this policy cover?

This policy describes how the GKMC (also referred to as “we” or “us”) will make use of the data we handle in relation to our members, competitors, officials, and marshals and volunteers.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

What information do we collect?

*For **Club Members**, we collect personal data from you including:*

- your name and home address,
- email address and phone numbers
- membership type
- your marketing preferences, including any consents you have given us
- disciplines/interests (in connection with the club)
- your payment and/or bank account details (where you provide these to pay for membership)
- if provided by you on a voluntary basis - any medical conditions or disability, where you provide this to us with your (or your parent’s/guardian’s) explicit consent to ensure we are aware of any support we may need to provide

*For **Officers of the Club**, in addition to the above, we may collect:*

- declaration of fitness to hold the role
- probity information
- professional qualifications, experience relevant to the role
- DBS records (where required for the role)

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For **competitors** we collect and process personal data from you (or your parent/guardian). This includes:

- your name and date of birth/age,
- your type of competition licence and number (as assigned by the national body),
- your home address, email address and phone numbers;
- competition vehicle details and competition number,
- emergency contact name and number(s), (it is your responsibility to inform the individual that you have provided this information to the club)
- name and address of the parent/guardian (if applicable)
- if provided by you on a voluntary basis - any medical conditions or disability, where you provide this to us with your (or your parent's/guardian's) explicit consent to ensure we are aware of any support we may need to provide

For **event officials**, we collect and process personal data from you (or your parent/guardian). This includes:

- your name and date of birth/age,
- your type of official's licence and number (as assigned by the national body),
- your home address, email address and phone numbers;
- emergency contact name and number(s), (it is your responsibility to inform the individual that you have provided this information to the club)
- name and address of the parent/guardian (if applicable)
- if provided by you on a voluntary basis - any medical conditions or disability, where you provide this to us with your (or your parent's/guardian's) explicit consent to ensure we are aware of any support we may need to provide

For **event volunteers**, we collect and process personal data from you (or your parent/guardian). This includes:

- your name and date of birth/age,
- your type of official's licence and number, if applicable (as assigned by the national body),
- your home address, email address and phone numbers;
- emergency contact name and number(s), (it is your responsibility to inform the individual that you have provided this information to the club)
- name and address of the parent/guardian (if applicable)
- if provided by you on a voluntary basis - any medical conditions or disability, where you provide this to us with your (or your parent's/guardian's) explicit consent to ensure we are aware of any support we may need to provide.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular disciplines and details of any disciplinary issues or incidents you may be involved in, both on and off the track, such as items which could bring the club or sport into disrepute.

What information do we receive from third parties?

Sometimes, we receive information about you from third parties, for example, if you are a child, we may be given information about you by a parent or guardian.

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We may receive information relating to your existing registrations with other clubs, national bodies or disciplinary information from officials. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and the national body on the status of any DBS check you have been required to take.

For officers of the club, we may receive information in regard to your probity for the role.

How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership, purchase merchandise, or enter any event or championship organised by the club, for example Paypal. This includes taking payments, communicating with you, and providing and arranging the delivery or other provision of products, prizes or services;
- As required by the Club to conduct our business and pursue our legitimate interests in accordance with our Rules, in particular: o we will use your information to manage and administer your membership and your involvement in events and championships organised by the club and to keep in contact with you for these purposes;
- We will also use data to maintain records of our performances and history, including event reports, results and competitors;
- We may choose to send you promotional materials by your selected media where we want to advise you of events which may be of interest to you or where we are seeking your assistance in the promotions of or running of events.
- We may use data of some individuals to invite them to take part in market research for our use or that of the national body;

Where you give us consent:

- we may send you direct marketing or promotional material by your selected media;
- we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
- on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.

For purposes which are required by law:

- We maintain records in order to meet our legal obligations, such as accounting records, health & safety etc.
- we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your explicit consent.
- where you hold an official role at the Club, we will process information to meet our statutory duties;
- we may respond to requests by government or law enforcement authorities or national body conducting an investigation.

How does the MSUK or the ACU use any of my information?

Please refer to the privacy policy for the specific national body which is available on their websites.

Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests.

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You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time. You can do this by following the instructions in the communication where this is an electronic message, or by contacting us using the details set out below in the “**How do I get in touch with you?**” section.

Who will we share this data with, where and when?

Some limited information may be shared with other stakeholders in motorsport, such as other clubs, national bodies, officials, so that they can maintain appropriate records and assist us in organising events and administering the sport.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the national bodies legitimate interests in compliance with applicable laws.

Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include the provider of our website or social media apps, national bodies, online timing systems etc.

What rights do I have?

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping, such as event or championship results.

To exercise any of these rights, you can get in touch with us, using the details set out below.

If you have unresolved concerns, you have the right to complain to The Office of the Data Protection Authority (ODPA), the details may be found at www.odpa.gg

Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by the Rules and Regulations of the national body.

We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

How do I get in touch with you?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch at:

Email : gkmcsecretary@suremail.gg

Will my data be transferred outside of Guernsey, the UK or the EEA?

The club may use software such as MailChimp to distribute information or marketing material, in these circumstances, only limited information (name, email address) is transmitted to provide the service. The club does enter into a written agreement with the provider for these services.

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How long will you retain my data?

We process the majority of your data for as long as you are an active member (ie you hold and have paid for current membership) and for a period of 6 years after this.

Where we process personal data for marketing purposes or with your consent, we process the data for 6 years unless you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for 6 years from your last interaction with us.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

Records of your involvement in a particular event, competition, championship, on results pages or in event reports may be held indefinitely both by us and the national body in order to maintain a record of the sport.

4 January 2021