

# WYCOMBE & DISTRICT MOTOR CYCLE CLUB

FOUNDED

1946



[wycombetrials46@hotmail.co.uk](mailto:wycombetrials46@hotmail.co.uk)  
[www.wycombemcctrials.com](http://www.wycombemcctrials.com)

## General Data Protection Regulations (GDPR)

### Privacy Policy

#### **1.0 Introduction**

This policy describes what personal data the Club collects or obtains about members and participants in our events and how we use it in line with the General Data Protection Regulations (GDPR). These new regulations, effective 25<sup>th</sup> May 2018, require that we provide a Policy that explains how we manage and use personal data and obtain explicit consent to retain and use personal data.

This Policy shall be applied by the Wycombe & District Motorcycle Club ("the Club") and by Wycombe & District Motorcycle Club Ltd ("the Club").

This Policy shall be posted on the Membership Page of the Club website and reference made to it on the Club's membership form, the ACU website Club Membership Page, Club trials entry regulations and the within ACU on-line web pages for entering the Club trials.

This policy does not cover data held by the ACU where application is made to join the Club or enter a Club event through the ACU website or where the Club has shared data with the ACU. The ACU's privacy notice may reviewed on the ACU website ([www.acu.org.uk](http://www.acu.org.uk)). Access to the Club data held on the ACU by Club Officers will be limited to those Officers needing access to complete their tasks for the Club.

The Club shall nominate a Data Protection Officer who shall be responsible for the maintenance and execution of this policy.

The Policy covers:-

2.0 Club Members Data

3.0 Participation in Club Events

3.1 Trials Entry Data

3.2 Event Officials Data

4.0 Subject Access Requests

#### **2.0 Club Members data**

The following data is collected and recorded when an application is made to join or renew membership of the Club:-

- Members name
- Home address
- Email
- Telephone No
- Request for ACU Licence/Registration Unique Number
- Fee paid

The above data is retained as **Membership Data**.

In addition the following data is recorded by the ACU where membership is obtained through the ACU website:-

- ACU member No
- Date of Birth
- Machine Details
- No of Years Racing
- Intention to complete full season
- Medical Allergy data

While some of this data may be required under the **Participation in Events** section none of it is downloaded or recorded as **Membership Data** in the Club membership files.

**Membership Data** is used for the following purposes:-

- Administer membership and collect fees due
- Email or home addresses are used for the distribution of club newsletters, trials regulations, details of Club meetings, ACU and South Midland ACU documents and other information and news items.
- Data may be passed to the ACU and South Midland ACU on their request.
- Data will be passed between Club Officers as necessary for them to complete their tasks for the Club.

Members will be requested to give written (includes email) consent to the above when they apply or renew their membership.

Members can change their preferences to consents by emailing the Chairman / Data Protection Officer at [wycombetrials46@hotmail.co.uk](mailto:wycombetrials46@hotmail.co.uk)

**Membership Data** will not be shared with any other third party without the members expressed permission unless required by law.

**Membership Data** will be retained in an electronic file which is password protected. The files will be stored on the hard drive of Club Membership Secretary's computer and any other Committee Officers' computers where necessary. In addition the paper or scanned copies of application forms and/or data consents will be stored by the Membership Secretary. The Membership Secretary will also keep backup copies of the electronic files.

**Membership Data** will be retained for the period of membership and for 14 months after membership lapses and will be then be destroyed by deleting all copies of electronic files and shredding any paper records. However, an electronic list of annual membership names will be retained with the Club's records.

The Data Protection Officer shall remind all Club Officers to delete any data files once the membership year has passed.

Cheques received as payment will be presented to the Club's bank in a timely fashion and no other financial data (bank, credit/debit cards details) will be recorded by the club.

Data for members competing or officiating at a club event shall be used as described below in Section 3.0

The Club may also hold data on Life Vice Presidents (VPs) and "Friends" of the Club. This data shall be treated as above for membership data excepting that it will not be deleted unless requested. VPs and "Friends" preferences for consents shall be obtained as above for members.

### 3.0 Participation in Club Events

This covers both data collected by the Club from riders and officials who sign on to assist with the running of the event.

The Club may also hold photos of riders and officials taking part in the Club's events. These photos may be used for inclusion in event reports and the Club's website. No images of minors under the age of 18 will be published except with the signed prior consent of a parent or guardian.

### 3.1 Trials Entry Data

The following data is collected and recorded when a written application is made to ride in a trial organised by the Club:-

- Riders name
- Home address
- Email
- Telephone No
- ACU Licence/Registration Number
- Club riding for
- Machine details
- Class entered
- Status (Trials Novice/Intermediate/Expert)
- Fee paid

In addition the following data is recorded by the ACU where the trials entry is made through the ACU website:-

- Date of Birth
- Primary Club
- Emergency Contact & Phone No.
- Licence/Registration check

The above data is retained as **Trials Entry Data**.

**Trials Entry Data** is used for the following purposes:-

- Telephone, email or home addresses are used should the Club need to contact the rider before or after the event for reasons associated with the event (cancelation/protest etc).
- The following data will be used to compile the event published programme, list of riders and results:-
  - Name
  - Club riding for
  - Machine Details
  - Class
  - Scores

The results will be published on the Club's website and extracts used to compile reports for the sporting press and newsletters and to compile related Championship results.

Copies of the results will be sent to the trial Observers, Club members, the South Midland ACU and other South Midland Club members as necessary.

- Data will be passed to the ACU and their Insurers in the event of an injury or other serious incident.
- Data may be passed to the ACU and South Midland ACU on their request.
- Data will be passed between Club Officers as necessary for them to complete their tasks for the Club.

Riders will be requested to give written (including electronic) consent to the above when they enter the trial. Consent to be included in the Entry Form.

**Trials Entry Data** will not be shared with any other third party without the riders expressed permission unless required by law.

**Trials Entry Data** will be retained in an electronic file which is password protected. The files will be stored on the hard drive of Data Protection Officer and any other Committee Officers where necessary. In addition the paper or scanned copies of application forms and/or data consents will be stored by the Data Protection Officer. The Data Protection Officer will also keep backup copies of the electronic files.

In the event of a Serious Accident or Incident **Trials Entry Data** will be retained for a period of 4 years or where a minor is involved until that person's 22<sup>nd</sup> birthday. For all other events **Trials Entry Data** will be retained for a period of 2 years. At the end of the retention period the data will be destroyed by deleting all copies of electronic files and shredding any paper records. However, copies of the published documents will be retained with the Club's records.

The Data Protection Officer shall remind other Club Officers to delete any data files once the retention period has passed.

Cheques received as payment will be presented to the Club's bank in a timely fashion and no other financial data (bank, credit/debit cards details) will be recorded by the club.

### 3.2 Event Officials Data

The following data is collected and recorded from Officials when they assist the Club in the running of a trial:-

- Name
- Home address
- Email
- Telephone No

The above data is retained as **Event Officials Data**

**Event Officials Data** is used for the following purposes:-

- Telephone, email or home addresses are used should the Club need to contact the official before or after the event for reasons associated with the event (cancelation/protest etc).
- A list of official's names may be included with the published results of the event.
- Email or home addresses are used to circulate a copy of the results.
- Data will be passed to the ACU and their Insurers in the event of an injury or other serious incident.
- Data may be passed to the ACU and South Midland ACU on their request.
- Data will be passed between Club Officers as necessary for them to complete their tasks for the Club.

Officials will be requested to give written consent to the above when they sign on before the trial starts.

**Event Officials Data** will not be shared with any other third party without the officials expressed permission unless required by law.

**Event Officials Data** will be retained on paper and/or electronic scanned copies of signing on sheets and observer's cards. Electronic files will be password protected and will be stored on the hard drive of Data Protection Officer and any other Club Committee Officers where necessary. In addition any paper copies will be stored by the Data Protection Officer. The Data Protection Officer will also keep backup copies of the electronic files.

In the event of a Serious Accident or Incident **Event Officials Data** will be retained for a period of 4 years or where a minor is involved until that person's 22<sup>nd</sup> birthday. For all other events **Event Officials Data** will be retained for a period of 2 years. At the end of the retention period the data will be destroyed by deleting all copies of electronic files and shredding any paper records. However, copies of the published documents will be retained with the Club's records.

The Data Protection Officer shall remind all Club Officers to delete any data files once the retention period has passed.

### 4.0 Subject Access Requests

Under the Data Protection Regulations, you have the right to request the information that we hold. To make a request, please contact the Club Data Protection Officer or Chairman at [wycombetrials46@hotmail.co.uk](mailto:wycombetrials46@hotmail.co.uk).

The Club will respond to your request within one month in accordance with the regulations and will correct any mistakes and in certain circumstances destroy the data.

### 5.0 Example Declaration for Club Members

I confirm I have read and understood the Wycombe MCC Club Privacy Policy as posted on the Club website and that I agree to the Club holding my personal data as provided on my membership form. I further agree that as an affiliated member of the ACU my data may be shared with the ACU and the South Midland ACU.

I confirm that I wish to receive the following:-

- Club newsletters, details of Club meetings and ACU and South Midland ACU documents  
YES ( ) NO ( )
- Third Party Trials regulations and other information and news items.  
YES ( ) NO ( )

Name of Member.....

Signed.....Dated.....

You can change your preferences at any time by emailing the Chairman / Data Protection Officer at [wycombetrials46@hotmail.co.uk](mailto:wycombetrials46@hotmail.co.uk).