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# SOUTHERN CAR CLUB LIMITED

## PRIVACY NOTICE

24 May 2018

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Southern Car Club Limited 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.

Southern Car Club Limited is the data controller for the purpose of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Our club contact for privacy and data is the Membership Secretary who can be contacted at [membsec@southerncarclub.com](mailto:membsec@southerncarclub.com).

### Collecting your information

We collect your information when you fill in membership application or renewal forms, and competition event entry 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 Southern Car Club Limited and then to administer and renew your club membership and provide you with member benefits. We also use your information when you enter club events. For competitions, we may publish some of your information in a 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 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.

To support your lifetime relationship with motor sport and Southern Car Club Limited we may keep your information indefinitely unless you ask us to delete it. We will not sell your information to another organisation.

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## 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 should it be necessary in order 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 club website [ [southerncarclub.com](https://southerncarclub.com) ] we collect information about you – in particular your IP (Internet Protocol) address which we use for usage statistics and trends. We use cookies to improve the website experience and 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.

The website might contain links to other sites such as online entry and payment sites, partners, and advertisers. We are not responsible for those sites, so advise you to review their privacy policies before sharing information on them.

## 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 rights:

- 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 [ [ico.org.uk](https://ico.org.uk) ].

Any changes to this privacy notice will be communicated to you.