



## Southern Sporting MCC & Training Scheme Data Privacy and Processing Notice (Training Membership Grade)

The Southern Sporting MCC and Training Scheme consider the processing of member's personal information to be of the utmost importance. As a not for profit member organisation we will only process your information as indicated by rule 21 of the Club Rules (to which all members accept to be bound by) and for Club and Training Scheme administration purposes. This privacy and processing notice is intended to expand upon rule 21 and give you more information about how your information will be used.

**Rule 21** – *“Members names, addresses and contact details will be stored and used solely in connection with Club, Auto-Cycle Union and British Motorcyclists Federation affairs. For members involved with the running of the Training Scheme this may additionally involve sharing such details and additional information with the Driver and Vehicle Standards Agency (DVSA), our insurers and the London Borough of Hounslow. Members accept that such records exist and may have access to their records by application to the Honorary General Secretary. The processing of all information will be detailed in and governed by the current version of the respective Privacy and Processing Notice for the membership grade concerned which will be available upon request from the Honorary General Secretary or via the Club's website.”*

### What information do we collect about you?

We only store the information you provide to us on your training application form or by later updates provided by you. This information includes your name, address, telephone contact details and E-Mail address in addition to your Driving Licence number. (For trainees under 18 we will also store your date of birth). We will also record if you feel you have a disability that may affect your learning or riding but not the explicit details of any such disability. For pupils using their own machines we will record the details of the machine used.

### How we will use the information about you?

Whilst you are an active training member of the Club and Training Scheme we will only use your personal information for the general administration of your training (including feedback) and providing you with member information regarding the Club. (Active membership is defined from the time you enrol until 2 months after the date of your last training session.) We may make such contact with you via any of the contact details provided, unless you specifically ask us not to use a given method. We will not provide any of your information to 3<sup>rd</sup> parties with the following exceptions:

1) For training members who successfully complete CBT your details (as recorded on your DL196 certificate) will be provided to the Driver and Vehicle Standards Agency (DVSA) in accordance with the necessary legislation

2) In the unlikely event of you being involved in any incident or accident whilst training your details would be provided to our insurers in accordance with our insurance cover.

Once you cease to be an active training member we will not use (although we will store) your personal details unless you have voluntarily given your explicit approval at the time of enrolment for us to keep you up to date following your training. If you have given us such approval this may be subsequently withdrawn by you at any time by notifying the training scheme organiser using the details below.

#### How long will we keep and use your information?

We will store and actively use your information for the purposes stated as long as you remain an active training member. After this point we will keep your information securely for a further seven years from the point your membership expires in order to meet our legitimate interest in keeping general operational records as required by the Driver and Vehicle Standards Agency (DVSA), HMRC and others. During this time however we will not actively use or process your information (unless you have given us permission as mentioned above) other than securely storing it should it be needed as part of a Tax, regulatory or other investigation into the Club's or Training Scheme's affairs.

After seven years the information will be securely disposed of and we shall not store personal information.

#### Access to your information and correction

Members are asked to help us keep accurate records by notifying us of any changes to their information. At all other times members may have access to their information and/or provide corrections or change any marketing permissions given by contacting the Honorary Training Scheme Organiser using the following contact details or in person at the Training Scheme:

E-Mail:            training@ssmcc.co.uk