



## Southern Sporting MCC Data Privacy and Processing Notice

(Honorary, Full, Associate and Reciprocal Membership Grades)

The Southern Sporting MCC considers the processing of members 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 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?

For most members we only store the information you provide to us on your membership proposal form or by later updates provided by you. This information usually includes your name, address, telephone contact details and E-Mail address and the date you became a member. The membership proposal form also asks some background voluntary questions to enable the Committee to consider your initial application.

The additions to the above are where a member wishes to become an authorised Instructor with the Club’s training scheme. In this instance we will need to temporarily collect additional information as required by the appropriate forms to be sent to the DVSA, however this information is not stored or used by the Club once the completed form has been sent to the DVSA. After this point only successful instructors certificate numbers and expiry dates are stored (in addition to the general member details above). A similar situation may exist for any instructor whom is asked to undertake a Disclosure and Barring Service (DBS) check for community work involving people under the age of 18. Again the information provided will not be stored once a form is submitted and only the validity and reference numbers of successful checks would be retained.

## How we will use the information about you?

The Club will only use your personal information for the general administration of the club (such as renewal notices) and providing you with member information (such as Contact or club run information). The administration element may include providing your details to the Auto-Cycle Union (ACU) and British Motorcyclists Federation (BMF) in order to provide and maintain your included associated membership of these organisations. The Club will never provide your information to other organisations for marketing purposes or use your information itself for commercial marketing by others.

Members may voluntarily opt to allow their information to be provided to other members (i.e. a “members” directory).

The only addition to our use of information is for members who voluntarily become involved with the running of the Club’s Training Scheme either as an Instructor or in a senior administration role. Here it may additionally be necessary to provide your details to one or more of the Driver and Vehicle Standards Agency (DVSA), our insurers and the London Borough of Hounslow for administration purposes. Where this is applicable we will discuss this with you prior to your agreeing to undertake such a role and before sharing your information. This will be on an individual basis.

## 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 member of the Club and up to 2 months following your membership expiry (for renewal purposes). 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 HMRC and others. During this time however we will not actively use or process your information other than securely storing it should it be needed as part of a Tax, regulatory or other investigation into the Club’s affairs.

After seven years the information will be securely disposed of and we shall not store personal information other than that (e.g. members names) that may be contained with the formal perpetual records of the club such as AGM or Committee minutes or historical copies of Contact.

## Access to your information and correction

Members will typically be sent the details of the current information we hold about them at the point their renewal is due (annually for Honorary members) in order that they can help the Club ensure the information is accurate and up to date. This will also include the opportunity to change any voluntary consents surrounding the members preferred communication channel or permission to provide details to other club members. Members are asked to help us keep accurate records by reviewing this information and notifying us of corrections as required. At all other times members may have access to their information and/or provide corrections by contacting the Honorary General Secretary using the following contact details:

Telephone: 0843 2891381

E-Mail: enquiries@ssmcc.co.uk