

Relating to compliance with the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018.

### **Assumptions for the purposes of this policy document.**

The Policy assumes that the Club:

- Holds competition events, attends public events, open meetings, and social events
- Has a website on which the Club posts photos of events and members
- Has an online membership directory which is only accessible by appointed members of the committee.
- Has no corporate sponsors
- May host training programmes for which external instructors are used (who are not employed by the Club)
- Makes available ground on which to compete
- Allows members to bring paying guests as passengers (Note\* that no record of the guest's personal details is maintained by the club in any way other than the purposes of signing-on and checking payment)
- Does not use any of the personal data it collects for marketing purposes (except to update members about Club events)

The Policy assumes that the only personal data collected by the Club is:

- Each member's Name, Address, Phone numbers, E-mail address, Facebook-Id (for adding to FB group), Emergency contact details.
- Records of payments received from members through the club's PayPal account (but excluding credit/debit card and or bank account details).
- Each member's Vehicle, Wheelbase if known, and Tow Vehicle make and model, and registration number
- Each Instructor's name, home address, e-mail addresses, phone numbers, qualifications, website, organisation name.
- Each Landowners or Estate Management Company, Main Contact name, address, email addresses, phone numbers.

The Policy assumes that the purposes for which the personal data is collected are:

- Managing each member's membership status.
- Managing competition entries and competition results.
- Sharing competition results with the MSA / publishing them online and on social media or in other media.
- Arranging location and timing of events with land owners
- Posting photos of the Clubs events, Members, passengers and their vehicles to the Club's website and social media pages for promotion of the club.

*The Policy does not address any other information collected via the Club's website - which is hosted by Dimension Computer, David Bower, 19 New Pitsligo, Fraserburgh, AB43 6ND, Tel 01771 653606 please refer to their company data protection policy for further information.*

*The Club will regularly review their Data Privacy Policy and will amend it as and when required. It is not necessary to ask for consent to the Data Privacy Policy.*

## DATA PRIVACY POLICY

### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, committee members and landowners, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.bordc.co.uk](http://www.bordc.co.uk) or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- 2.1 We are Buchan Off Road Drivers Club. We are a non-profit organisation managed and run by committee, with an elected chairperson Brian McErlean who can be contacted at 158 Broomhill Road Aberdeen AB10 6HY Mobile 07714 289 982 or at [info@bordc.co.uk](mailto:info@bordc.co.uk).

2.2 What type of information we collect	Purposes (Why)	Legal basis of processing
Member’s Name, Address, Phone numbers, E-mail address, Facebook-Id, Emergency contact details	Managing the Member’s membership of the Club. Informing them of events, changes to competition rules, changes to location and timing of events	Performing the Club’s duty to the Member.  For the purposes of our legitimate interests in operating the Club.
Members Vehicle Make Model and Tow Vehicle Make and Model	Managing the Competition Class (to ensure fairness to all competitors)	Performing the Club’s duty to the Competitions and Events being hosted.  For the purposes of our legitimate interests in operating the Club.
Name, Address and signature, of Officials, Volunteers, Passengers, and Guests	Managing the non-competing, or non-member passengers attending organised events hosted by the club.	Performing the Club’s duty to the Officials, Volunteers and Non-Members attending our events.  Compliance with rules and regulations of the MSA, and for insurance cover.

Emergency contact details (Punch Hunts)	Provision of adequate aid for members and their vehicles if they should get into difficulty.	Performing the Club's duty to the Member and Landowner.  For the purposes of our legitimate interests in operating the Club.
Instructor's name, home address, e-mail addresses, phone numbers, qualifications, website, organisation name.	Managing expectations of Member's from the Club.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable training to novices and new members.
Landowners or Estate Management Company, Main Contact name, address, email addresses, phone numbers	Managing the roster of available sites and locations on which to hold competitions	Performing the Club's duty to the Member and Landowner.  For the purposes of our legitimate interests in operating the Club.

### 3. What are your rights?

#### 3.1 Rights of Data Subjects under the GDPR

- **Access** – to view what information we hold about you
- **Erasure** – to have that all or partial information about you removed / expunged from our systems on certain grounds.
- **Restriction** – to request a restriction on the use or any information we hold about you
- **Portability** – to expect no hindrance from us should you want your information passing on to another club or website on your request.
- **Object** – to any processing carried out on certain grounds
- And finally, not to be **evaluated by any automated decision-making process**

3.2 To request any of the above please contact the clubs Data Protection Officer see [www.bordc.co.uk](http://www.bordc.co.uk) for details.