

Scottish Motorsport Marshals Club

WE'RE NOT JUST CLOSE TO THE ACTION

... WE'RE PART OF IT!



Data Protection Policy and Privacy Notice

Scottish Motorsport Marshals Club is a Motorsport UK Recognised Club (120899) and a charity registered in Scotland (SC050322).

We will collect, use and store personal data, as described in this Data Protection Policy and Privacy Notice when people engage in activities through the Club and its partners. This includes members, visitors, guests and other people using the facilities and services of the Club.

Your privacy

Scottish Motorsport Marshals Club 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 the Club's membership and activities.

Scottish Motorsport Marshals Club is the data controller for the purpose of the Data Protection Act 2018. The address of our Registered Office is given at the foot of this Notice. Our contact for privacy and data is our Secretary, who can be contacted at privacy@smmc.org.uk or via the Registered Office address: Scottish Motorsport Marshals Club, c/o 29 York Place, Edinburgh EH1 3HP.

www.smmc.org.uk



WeAreSMMC

#ThanksMarshal

WhatsApp: 07380346309

Scottish Motorsport Marshals Club
is a Scottish Charitable Incorporated Organisation.
Charity registered in Scotland SC050322.
Registered Office: 29 York Place, Edinburgh EH1 3HP



Recognised
Club

Scottish Motorsport Marshals Club

Collecting your information

We need to collect our members' and customers' personal information so that we can manage your relationship with us.

We collect your information when:

- you fill in membership application or renewal forms;
- you complete registration forms for events or training.

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).

We may ask you for safety and emergency details (emergency contacts, relevant health conditions) which we will only use in an emergency and for a legitimate reason.

If you do not provide us with all of the personal information that we need, it may affect our ability to offer you our membership services and benefits.

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 to manage your relationship with us by providing you with news and updates about the activity of the Club, opportunities to get involved, training, general meetings and other events.

We may ask you for safety and emergency details (emergency contacts, relevant health conditions) which we will only use in an emergency and for the legitimate reason of managing risk and safety.

Some members require disclosure/criminal record checks via the Protecting Vulnerable Groups Scheme (PVG Scheme) provided by Disclosure Scotland in order to do regulated work with both children and protected adults.

If you respond to a request for helping out at an event, your personal data will be held electronically for the purposes of running that event. We will share your information with event organisers for the purposes of event planning, organisation, and resource allocation. We will use your contact details to send you specific information about the event. The event organisers may also use your contact details to send you information about the event. Your information will not be shared with unconnected third parties.

We will not sell your information to another organisation.

To support your lifetime relationship with motorsport and Scottish Motorsport Marshals Club, we may keep some of your information indefinitely unless you ask us to delete it.

Scottish Motorsport Marshals Club

Legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.
- The Charities and Trustees Investment (Scotland) Act 2005, which requires us to maintain a register of members (including name, address, date admitted to membership and date on which membership ceased), to hold general meetings, issue notices and AGM voting arrangements.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Sharing your information

We may share your information:

- with Motorsport UK, as required by its General Regulations for governing motor sport;
- with other Motorsport UK Registered Clubs and Regional Associations;
- with event organisers for the purposes of planning, organisation, and resource allocation;
- with professional and legal advisors for the purpose of obtaining advice;
- with statutory or regulatory authorities to comply with statutory obligations (such as Disclosure Scotland and Police Scotland for the purposes of safeguarding children and vulnerable adults);
- with medical personnel; or
- with any other person if we have to comply with a legal obligation.

We may also share your information with service providers, for example to print programmes or membership cards. These external third parties may process personal data on our behalf as “processors” and are subject to contractual conditions to only process that personal information under our instructions and protect it. We only share such information strictly required for the specific purposes and we take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

Scottish Motorsport Marshals Club

Our website

Our website contains links to other websites and social media platforms. If you follow links to other websites, please review the terms and conditions of use and privacy policy for each site because we are not responsible for information you share on those sites.

When you use our website we may collect information about you, in particular your IP (Internet Protocol) address, by using cookies. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

We use three types of cookie on our websites:

- *Session or temporary cookies* that are deleted after each visit. These cookies help us monitor movement from page to page, so we can ensure any choices you make and/or details you submit are 'remembered' as you navigate the site.
- *Persistent cookies* that are valid across visits. They help our websites remember you as a user each time you use the same computer to revisit us.
- *Third-party cookies* that are used by external content from other third-party websites within our website. These include sites such as Facebook and Twitter, whose cookie usage policy you can view on their own websites.

More information about the cookies used on our websites and how to manage them is available in the accompanying document.

Photographs

We regularly take photographs and video clips at meetings, training sessions and events. These may include identifiable images of you, and in some cases, we will associate your name with these images. We may use these photographs and videos both within the Club and with external sources, to raise awareness of the Club's activities and the volunteering efforts of our members. If you do not want any photographs or videos that include you to be used, please email privacy@smmc.org.uk or contact us via the Registered Office address: Scottish Motorsport Marshals Club, c/o 29 York Place, Edinburgh EH1 3HP.

Please note that if you do opt out of the Club using images of you, we cannot be held liable for the images shared in other locations over which we do not have control – for example, but not limited to, personal social media accounts.

Scottish Motorsport Marshals Club

Security of 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 information is not transferred outside the European Economic Area.

Your rights

You have a right to:

- change your communication preferences or restrict the processing of your personal data for specific purposes;
- request that we correct your personal data if you believe it is inaccurate or incomplete;
- access the personal data that we hold about you;
- request that we delete your personal information in certain circumstances;
- ask us not to use your information for marketing purposes.

If you are unhappy about how we have used your data, you should inform us by email at **privacy@smmc.org.uk** or via the Registered Office address: Scottish Motorsport Marshals Club, c/o 29 York Place, Edinburgh EH1 3HP.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at **www.ico.org.uk** or by phoning 0303 123 1113.

Notification of changes

We review this Data Protection Policy and Privacy Notice annually, but we reserve the right to amend it at any time. Notice of any change will be posted on our website and will be deemed effective upon publication.

Version 5, last updated on 1 September 2022.

Scottish Motorsport Marshals Club

Cookie Policy

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

We use three types of cookie on our websites:

- Session or temporary cookies that are deleted after each visit. These cookies help us monitor visitors' movement from page to page, so we can ensure any choices you make and/or details you submit are 'remembered' as you navigate the site.
- Persistent cookies that are valid across visits. They help our websites remember you as a user each time you use the same computer to revisit us.
- Third-party cookies that are used by external content from other third-party websites within our website. These include sites such as Facebook and Twitter, whose cookie usage policy you can view on their own websites.

An essential one is the session cookie, called *MoodleSessionSMMC*. You must allow this cookie into your browser to provide continuity and maintain your login from page to page. When you log out or close the browser this cookie is destroyed (in your browser and on the server). Under the terms of the data protection legislation, this is classed as a "strictly necessary" cookie which is required for this website to work properly.

The *MOODLEID* persistent cookie is purely for convenience. It just remembers your email address within the browser. This means when you return to this site the email address field on the login page will be already filled out for you. It is safe to refuse this cookie - you will just have to retype your email address every time you log in.

Scottish Motorsport Marshals Club

We also use Google Analytics on this website - a free web analytics tool offered by Google that collects information about how visitors use our site. We use this information to help us improve our website, for example by making the navigation easier to use or by improving access to under-used pages.

Google Analytics sets four cookies. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. These cookies use a unique identifier for tracking purposes.

- *_ga* is a session cookie used to distinguish users. It expires after 2 years.
- *_gid* is a session cookie used to distinguish users. It expires after 24 hours.
- *_gat* is a session cookie used to throttle request rate. It expires after 1 minute.
- *Amplitude* is a persistent cookie used to identify unique users.

It is safe to refuse the cookies set by Google Analytics. You should read the Google Analytics privacy document for more details about the data collected by Google Analytics.

Google have also provided the ability to prevent data from being used by Google Analytics. See <https://tools.google.com/dlpage/gaoptout> for more information.

We also use Google ReCAPTCHA on some of our online forms to prevent spam through our public contact forms. This is an essential cookie and under the terms of the data protection legislation, is classed as a "strictly necessary" cookie which is required for this website to work properly. You should read the Google privacy information notice to understand what information they collect.

We use a Facebook Page plugin so that we can easily embed and promote relevant Facebook Pages on our website. Facebook sets a session cookie called *fr* which expires after 3 months. You should read Facebook's cookie policy for more information about their privacy policy and practices, including what types of information Facebook receives and how information is used and shared.

Managing cookies

Most web browsers allow you to choose whether or not to allow cookies to be stored on your computer and to manage any cookies already stored on your computer. For more information, go to www.aboutcookies.org.uk/managing-cookies