### FALCON MOTOR CLUB LTD PRIVACY NOTICE

Falcon Motor 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 club membership, activities and competitions.

Falcon Motor Club is the data controller for the purposes of GDPR and the Data Protection Act 2018. Our registered address is 30 Market Place, Hitchin, Herts, SG5 1DY. Our club contact for privacy and data is Denis Roffey, who may be contacted at denis@roffey.net.

# **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 Falcon Motor Club 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 will publish some of your information in the 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 use for a legitimate interest. You should let the contact and next of kin know that you have given this information to us.

We might use your information to send you marketing messages by email, but only if you have agreed that we can do this by giving us your clear consent – and you can change your mind at any time just by letting us know. We will not sell your information to another organisation.

To support your lifetime relationship with motor sport and Falcon Motor Club we may keep your information indefinitely, unless you ask us to delete it.

### 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 if we have 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 we may collect information about you, in particular your IP (Internet Protocol) address, by using cookies. We use this information to improve your web experience. Cookies 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. For more detail about how we use cookies please see our Cookie Policy below.

The club website might contain links to other websites such as online entry and payment sites, partners, and advertisers. If you follow links to other websites, please review the privacy policy for each site because we are not responsible for information you share on those sites.

## 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 information is not transferred outside the European Economic Area.

## Your rights

- You may ask us not to process your information for marketing purposes.
- 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 (<u>www.ico.org.uk</u>).

# FALCON MOTOR CLUB LTD COOKIE POLICY

## What Are Cookies?

In common with almost all professional websites, this site uses cookies which are tiny files that are downloaded to your computer, designed to improve your experience whilst navigating the site. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

You can find more general information on cookies online.

# How We Use Cookies

Falcon Motor Club uses cookies for a variety of reasons detailed below. In most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not, in case they are used to provide a service that you use.

# **Disabling Cookies**

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies may result in also disabling certain functionality and features of this site. Therefore, it is recommended that you do not disable cookies.

### The Cookies We Set

When you submit data to through a form such as those found on contact pages, online membership forms, entry forms or comment forms, cookies may be set to remember your user details for future correspondence.

## **Third Party Cookies**

In some special cases, we may also use cookies provided by trusted third parties.

For helping us to understand how you use the site and ways that we can improve your experience, we may use Google Analytics on this site. Google Analytics is one of the most widespread and trusted analytics solutions on the web. These cookies may track things such as how long you spend on the site and the pages that you visit, which we may analyse so we can continue to produce engaging content.

For more information on Google Analytics cookies, go to the official Google Analytics page online.

This privacy notice was last updated on 29 October 2018 and we will communicate any future changes to you.