

## Scottish Association of Motor Sports Clubs Privacy Notice

The Scottish Association of Motor Sports Clubs 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 Association and its relationship with member clubs and the Motor Sports Association and other MSA Regional Associations, and social and competitive and training events, and championships. The Scottish Association of Motor Sports Clubs is the data controller for the purpose of GDPR and the Data Protection Act 2018. Our address is 32 Cowal Crescent, Glenrothes, Fife KY6 3PT. Our contact for privacy and data is Lock Horsburgh and the contact details are our address above or [secretary@scottishmotorsportsclubs.co.uk](mailto:secretary@scottishmotorsportsclubs.co.uk).

### Collecting your information

We collect your information when you take up an appointment in the Association or attend as a representative of a member club or a championship or other partner organisation, including but not limited to Scottish Motor Sports or the Motor Sports Association or other Regional Associations. You can give us your information using paper forms or online forms or email. 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, MSA licence number), and other information. 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 the Scottish Association of Motor Sports Clubs and then to administer and renew your club membership, and provide you with member benefits. We also use your information when you enter Association events or championships, or if you are appointed as an officer of the Association, or as a representative of a member club or a championship etc.. For championships or competitions, we may publish some of your information in the programme, the results and other official event or championship documentation, which will be in the public domain. Your information is used in these ways to fulfil our contract with you.



# Privacy Notice

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 will not send you marketing messages. We will not sell your information to another organisation.

To support your lifetime relationship with motor sport and the Scottish Association of Motor Sports Clubs 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 and Regional Associations, 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 or regulations.

## Our website

The Association website might contain links to other websites including 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 rights

- You are entitled to a copy of the information we hold about you, and to ask us to correct any inaccuracies.
- You may make a complaint to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).
- 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.

*This privacy notice was last updated on 12<sup>th</sup> September 2018 as version 0.5, and we will communicate any changes to you.*