

NORTH WALES LAND ROVER CLUB

PRIVACY NOTICE

INTRODUCTION

The General Data Protection Regulation (GDPR)(EU 2016/679) came into force at midnight on the 25th of May 2018.

Because we are committed to respecting your privacy we have created this Privacy Notice to comply with that data protection regulation and to inform Club members how we may use the Personally Identifiable Information (PII) we collect in relation to your membership with us.

This notice concerns you if you have applied to become, or are already, a member of the Club. This notice also applies to you if you are a member of another off-road Club and you register to attend one of our events. This notice explains how we comply with the law on data protection, and what your rights are.

For the purposes of the GDPR we are the Data Controller for any PII that we collect.

References to **Club, we, our** or **us** in this privacy notice should be taken to mean **NORTH WALES LAND ROVER CLUB**, Company Limited by Guarantee. No 2567629. Registered Office, Wenlli Lodge, Llangernyw, Conwy LL22 8PU.

We have appointed David McKay as Data Protection Officer to oversee our compliance with data protection laws. He has overall responsibility for data protection compliance in our Club. Contact details are set out in the 'Contacting us' section at the end of this privacy notice.

1. PII WE MAY COLLECT FROM YOU

You may initially provide us with, or we may subsequently obtain, PII such as information regarding your:

- Personal contact details that allows us to contact you directly (such as name, title, email addresses and telephone numbers)
- For members under 16, we record their date of birth
- Membership start and end dates
- Records of your participation in Club events
- Details of the financial transactions with you (membership fees, trial entry fees, etc.)
- Images in video and/or photographic form
- Details of next of kin

2. SPECIAL CATEGORIES OF PII

We do not store any PII that is defined by the GDPR as sensitive or special category data.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect PII about our members when you apply to become a member of the Club, or when you wish to make a purchase from us or to enter into one of our events. If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of:

- What PII we hold about them
- How we collect it
- How we use
- Whom we may share that information with

Please bring this Privacy Notice to their attention.

4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your PII, the categories of PII involved and our lawful basis for being able to do this.

Applications to join the Club, membership of the Club and applications to participate in one of our events are covered by the lawful basis of ‘contract’ as described in Article 6(1)(b) of the GDPR:

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

In addition, for some of your PII there may be a legal other requirement or obligation for you to provide us with your PII.

If you do not provide us with the requested PII we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership.

Purpose	PII Used	Lawful Basis
To administer any membership you have with us and managing our relationship with you, including dealing with payments and any membership, event or other enquiries made by you.	All contact and membership details, transaction and payment information, records of your interactions with us.	This is necessary to enable us to properly manage and administer your membership contract with us.
To arrange and manage any contracts for the provision of membership, Club benefits and any services or products.	Contact details, transaction and payment information. Records of your interactions with us.	This is necessary to enable us to properly administer and perform any contract for the membership, entry to any events or any other services and products you have purchased from us.
To send you information which is included within your membership, including membership cards, handbooks and information about events and other similar Club updates.	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us.
To answer your queries or complaints.	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records.	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our Club and in some cases we may have legal or regulatory obligations to retain records. Also see section 7. How Long Do We keep PII for?

For the purposes of promoting the Club, our events and membership packages.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
To administer your attendance at any Club events you sign up to.	All contact and membership details, transaction and payment data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the event.
To gather evidence for possible grievance or disciplinary hearings.	All the personal information we collect.	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.

Where you have given us your consent to use some PII in a particular manner (such as photographic or video imagery), you have the right to withdraw this consent at any time, which you may do by contacting the Data protection Officer as described in the 'Contacting us' section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant PII to the extent that we are entitled to do so on the lawful bases other than your consent.

Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

*Please note that consent as described under Article 6(1)(a) of the GDPR **only** applies to PII that was given under consent; it does not apply to any PII that was provided under any of the five other lawful bases for processing, storing and transmitting personal data.*

5. DISCLOSURE OF YOUR PII

We may may share your PII with the following parties:

- The ALRC, the MSA and any other any governing, allied or associated bodies (such as GLASS) for the sports and activities covered by our Club
- Insurance companies, to allow them to provide insurance for our events
- The Government, where we are required to do so by law or to assist with their investigations or initiatives
- Police, law enforcement and security services, to assist with the investigation and prevention of crime and the protection of national security
- Any other party approved by you

6. TRANSFERRING YOUR PII INTERNATIONALLY

The PII we collect is not transferred to, nor stored in, countries outside of the UK and the European Economic Area.

7. HOW LONG DO WE KEEP PII FOR?

The duration for which we retain your PII will differ depending on the type of information and the reason why we collected it from you. However, in some cases PII may be retained on a long-term basis: for example, PII that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.

Generally, where there is no other legal requirement we retain all physical and electronic records for a period of at least 6 years after your last contact with us or the end of your membership.

It is important to ensure that the PII we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your surname, phone number or email address. You can contact us by using the details set out in the 'Contacting us' section below.

8. YOUR RIGHTS IN RELATION TO PII

The GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

You can read more about these rights here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To make a request to exercise any of the above rights, or if you have any questions relating to your rights, please contact the Data Protection Officer by using the details set out in the 'Contacting us' section below.

If you are unhappy with the way we are using your PII you can also complain to the Information Commissioner's Office, here: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

We are here to help and encourage you to contact us to resolve your complaint first.

9. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice we will update the version number at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so.

Where required by law we will seek your consent to changes in the way we use your PII.

10. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email dmckay@btconnect.com

or write to us at:

NWLRC Data Protection Officer
Bryn Ial
Ffordd Rhiw Ial
Llanarmon-Yn-Ial
Denbighshire
CH7 4QE

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