

Data Privacy Policy

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation the 'GDPR'.

Who are we?

The Cambridge Matchless Motorcycle Club is, for the purposes of GDPR, a data controller. This means the club collects and processes personal data relating to you as an individual.

How do we process your personal data?

The Cambridge Matchless Motorcycle club complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To manage our members, both competitive and non-competitive and volunteers;
- To send out newsletters, membership renewal forms and other useful documents.
- To allow riding members to participate in organised trials events
- To maintain the Club accounts and ledgers.
- To promote the interests of the club and attract new members.
- To share your contact details with the Governing Bodies e.g. ACU to maintain your membership.
- To maintain the Cambridge Matchless Motorcycle club website, delivering content relevant to the club's activities i.e. events calendar, results etc.

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with:

- ACU (for membership information, results and records).

We do not share your data with any other third parties outside of the Club.

How long do we keep your personal data?

We keep your personal membership data even after you have left to enable us to contact you about re-unions and anniversary parties Etc.

Information you have given us when completing entry forms for our events will be held for a minimum of 3 years in case of any legal claims/complaints and in the case of youths for 3 years after their 18th birthday

What information do we keep and why?

Type of information	Purposes	Legal basis of processing
Members name, address, telephone numbers, e-mail address(s), date of birth, age, gender	Managing membership of the Club, Competitors & officials insurance	Performing the Clubs contract with its Member
	Managing membership of the ACU with regard non Matchless club events.	For the purposes of our legitimate interests in operating the Club
	Communicating with members	Keeping members up to date

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Your rights and your personal data

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Cambridge Matchless Motorcycle Club holds about you;
- The right to request that the Cambridge Matchless Motorcycle Club corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Cambridge Matchless Motorcycle Club to retain such data;
- The right to withdraw your consent to the processing at any time; This may mean that you cannot participate fully in the activities of the club.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, (where applicable).
- The right to lodge a complaint with the Information Commissioners Office.

Should you wish to exercise your rights on any of the above points, then in the first instance contact the Cambridge Matchless Motorcycle Club using the following details:

Contact Details

Cambridge Matchless Motorcycle Club.

Mr C. Nunn, 42, Old School Lane, Milton, Cambridge. CB24 6BS

Tel: 01223 860829.

E-mail: margaretnunn@btinternet.com

We will endeavour to respond to any requests within 30 days of the receipt of your request.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.