

## **QUAD RACING IRELAND**

### **PRIVACY POLICY**

#### **Our contact details**

Name: Louise Houston

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Phone Number: 07525776324

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Website: [www.quadracingireland.co.uk](http://www.quadracingireland.co.uk)

Policy Review date: 9 Dec 2021

#### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics for example, name, contact details, DOB etc
- Attendance at our meetings
- Race meetings attended / competed at

#### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have submitted your membership to the club
- You require a licence form
- You have requested information about the club or the upcoming season
- You have completed the sign on record at a meeting

We also receive personal information indirectly, from the following sources in the following scenarios:

- From our governing body, should there be any issues with your licence form.
- From our associated clubs on events, you have attended should the points obtained be required for the QRI club championship.

We use the information that you have given us to

- To send your licence form
- To send correspondence reference meetings, race meetings, awards dinner, and AGM etc
- Compile club championship points depending on the class
- Review the effectiveness of our meetings by the level of attendees
- Social media platforms

We may share this information with our governing body or an associated club.

Whereby there is a 3<sup>rd</sup> party photographer on site at an event, the sharing of your information or images obtained by them should be addressed with them directly.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- A.** We have a vital interest
- B.** We need it to perform a public task
- C.** We have a legitimate interest

#### **How we store your personal information**

Your information is securely stored on a hard drive by our Club Secretary.

We will retain our Excel records indefinitely, archiving these on our hard drive.

We keep your membership form for 3 years. We will then dispose of your membership form by burning these.

#### **Your data protection rights**

Under data protection law, you have rights including:

- A. Your right of access** - You have the right to ask us for copies of your personal information.
- B. Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- C. Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- D. Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- E. Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

For the above please contact us at

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