



ACTC GDPR & Privacy Policy (Nov 2021)

This privacy policy sets out how the Association of Classic Car Clubs (ACTC) Ltd uses and protects any information that you provide.

The ACTC are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

The ACTC may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy was first effective from May 2018 and updated in October 2021.

The ACTC 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.

The ACTC is the data controller for the purpose of GDPR and the Data Protection Act 2018. Our address and contact details are shown at on the footer of this document or email us at info@actc.org.uk.

What we collect

We may collect the following information when you fill in Championship Registration details:

- Name and date of birth/age;
- Contact information including email address and mobile number;
- Demographic information such as postcode, preferences and interests;
- Other information relevant to customer surveys and/or offers.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping;
- We may use the information to improve our products and services;
- We may periodically send newsletters and promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided;
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, or letter. We may use the information to customise the website according to your interests.

To support your lifetime relationship with motor sport and the ACTC we may keep your information indefinitely. Unless we are required to retain information by relevant legislation, we will, at your request, delete your personal data from our system.



Sharing your information

We may share your information with MotorSport UK as required by its General Regulations for governing motor sport, with other MotorSport UK 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 and distribute the ACTC Restart magazine.

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.

Our website will contain links to other websites of interest such as Event Entry Packs offered by Clubs. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic, or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor those pages you find useful and those you do not. A cookie does not give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.



Security

We are committed to ensuring that your information is secure. 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.

In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

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 (www.ico.org.uk)

Controlling your personal information

The collection or use of your personal information can be restricted in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that indicates you do not want the information to be used by anybody for direct marketing purposes and make sure it is unchecked;
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@actc.org.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties that we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under GDPR or the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please write to Data Protection Officer at info@actc.org.uk

This email address should also be used if you believe that any information we are holding on you is incorrect or incomplete.