



# GDPR POLICY

## version 0.1

This policy will be reviewed annually by the Trustees.

Policy Last Review Date – 23/05/2024

Next Review Date – 22/05/2024

Adoption Resolution: <<date>><<minute reference>>

**Signed:**

**Chair:**

**Secretary:**

### 1. Introduction

1.1 RSR Motorsport Safety Charity (RSR MS) ("we", "us", "our") is committed to protecting and respecting your privacy. This policy explains how we collect, use, disclose, and protect personal data that we process in the course of our charitable activities, including handling donations, in compliance with the General Data Protection Regulation (GDPR).

1.2 This policy applies to any personal information about you that you provide to RSR MS or which is provided to RSR MS by third parties.

1.3 The data controller in respect of personal information processed under this policy is RSR MS (registered charity 1205848) who's office is at 4 Normanton Cottages, Empingham Road, Normanton, Rutland, LE15 8RW

1.4 We have a Compliance Officer (Mrs Cathie Gwilliam) who you can contact on 01780-460128 or via email to [trustee@rsmotorsportsafety.org.uk](mailto:trustee@rsmotorsportsafety.org.uk) should you have any comments or queries in relation to this policy or RSR MS use of your personal information.

1.5 By using our website you consent to our terms of this policy.

1.6 In this policy, "we", "us" and "our" refer to RSR MS.

1.7 We comply with the Data Protection Act 1998.

### 2. Why do we collect personal information about you?

2.1 RSR MS collects personal information about you to provide you with our products and services and to improve and develop these for the future. What Personal Information do we collect?

2.2 RSR MS collects the following types of personal information from you (list not exhaustive):

#### 2.2.1 Personal Identification Information

2.2.1.1 Name

2.2.1.2 Address

2.2.1.3 Email address

2.2.1.4 Phone number

2.2.1.5 Date of birth

2.2.1.6 Nationality

## **2.2.2 Financial Information**

2.2.2.1 Bank account details

2.2.2.2 Payment card information

2.2.2.3 Donation history

## **2.2.3 Technical Information**

2.2.3.1 IP address

2.2.3.2 Browser type and version

2.2.3.3 Time zone setting

2.2.3.4 Browser plug-in types and versions

2.2.3.5 Operating system and platform

## **2.2.4 Usage Data**

2.2.4.1 Information about how you use our website, events, and services

## **2.2.5 Marketing and Communications Data**

2.2.5.1 Your preferences in receiving marketing from us

2.2.5.2 Your communication preferences

## **2.2.6 Medical Data**

2.2.6.1 Medical history

2.2.6.2 Doctors details

## **3. How do we receive personal information about you?**

3.1 RSR MS receives personal information about you:

We collect personal data using the following methods:

3.1.1 Direct interactions: You may provide data by filling in forms or by corresponding with us by post, phone, email, or otherwise. This includes data provided when you:

3.1.1.1 Make a donation.

3.1.1.2 Register for an event.

3.1.1.3 Subscribe to our newsletter.

3.1.1.4 Request marketing to be sent to you.

3.1.1.5 Give us feedback or contact us.

3.1.2 Automated technologies: As you interact with our website, we may automatically collect technical data about your equipment, browsing actions, and patterns.

3.1.3 Third parties: We may receive personal data about you from various third parties, such as analytics providers, advertising networks, search information providers, and payment and delivery services.

#### **4. How do we use Personal Information about you?**

4.1 RSR MS will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

4.1.1 To verify your identity and to identify you when you contact us.

4.1.2 As a precursor to entering into or fulfilling a contractual obligation.

4.1.3 To process and acknowledge your donations.

4.1.4 To provide information and support related to our charitable activities.

4.1.5 To perform the contract we are about to enter into or have entered into with you.

4.1.6 To comply with a legal obligation.

4.1.7 When it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

4.1.8 To help to prevent fraud and money laundering.

4.1.9 To help administer, and contact you about improved administration of, any accounts, services and products we have provided before, or provide now or in the future.

4.1.10 Recover debts that you owe and trace your whereabouts.

4.1.11 To carry out marketing analysis and customer profiling (including with transactional information), conduct research, including creating statistical information using data provided by you.

4.1.12 To carry out statistical analysis to help with decisions about account management.

4.1.13 To contact you for marketing purposes relating to products and services that we think will be of potential interest to you.

4.2 Any personal data provided to third parties for the purpose of financing will be processed in accordance with their Privacy Policy. Please refer to the Privacy Policy of the financial organisation for details on how your personal data is processed.

#### **5. The lawful grounds that will be relied upon when your personal information is used**

5.1 There are different lawful grounds that we rely on to use your personal information and we will collect and use your personal information in the following situations:

5.1.1 Consent:\*\* Where you have given clear consent for us to process your personal data for a specific purpose.

5.1.2 Contract:\*\* The processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract.

5.1.3 Legal obligation:\*\* The processing is necessary for us to comply with the law.

5.1.4 Legitimate interests:\*\* The processing is necessary for our legitimate interests or the legitimate interests of a third party, provided your interests and fundamental rights do not override those interests.

5.2 Where our use of your personal information is necessary to perform a contract or contracts that you are a party to, or to take steps that you request before entering into a contract. These contracts could include the conditions on which you enter a competition or agreements you enter into for service products, for example;

5.2.1 Where our use of your personal information is within our legitimate interests or the legitimate interests of the organisation with which we have shared your personal information and we have made sure that your personal information, and your rights in relation to that information, are protected. For example, we may rely on this legal ground if we use your personal information to: understand and improve our products, services and/or business or marketing strategies; for research purposes; to manage and improve our relationship with you and for administrative purposes; to help find out what information, products and services are most likely to interest you and to send or show you information, offers, and online advertisements for these products or services; to personalise your experience of our products and services; to ensure that our products and services are delivered and used in accordance with the law and the terms and conditions that apply to them; and where necessary to protect or defend our or another's rights or property, or to detect, prevent, or otherwise address fraud, security, safety or privacy issues;

5.2.2 Where we believe it is necessary to use your personal information to comply with a legal or regulatory obligation;

5.2.3 In limited circumstances where we believe it is necessary to protect someone's safety or vital interests;

5.2.4 In certain circumstances, we may need to use your personal information for purposes which are in the public interest; and

5.2.5 Where we have your consent. We will rely on your consent to, for example, to use your personal information for marketing to you by email and text message. Where we rely on consent to use your personal information, you have the right to withdraw that consent at any time. Please see the 'Your rights' section of this notice for more details.

## **6. Who do we provide this personal information to?**

6.1 RSR MS will provide your personal information to:

6.1.1 Affiliated manufacturers if you are acquiring or are interested in acquiring their products.

6.1.2 Marketing providers.

6.1.3 Third party debt collection agencies, insolvency practitioners and legal advisors.

6.1.4 Service providers who provide IT and system administration services.

6.1.5 Professional advisers including lawyers, bankers, auditors, and insurers who provide consultancy, banking, legal, insurance, and accounting services.

6.1.6 Regulators and other authorities who require reporting of processing activities in certain circumstances.

6.1.7 Partner organizations involved in delivering our charitable services.

6.1.8 Payment processors to handle donations.

6.1.9 Other Medical Care Providers.

6.2 This Privacy Policy only applies to the collection and use of your personal data provided to us and not to personal data you may provide directly to third parties. Any third parties will have their own policies in respect of processing personal data you provide to them and/or your personal data that we may disclose to them in accordance with this Privacy Policy.

## **7. Where we store your information**

7.1 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered, or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors, and other third parties who have a business need to know.

## **8. How long will we keep personal information about you?**

8.1 RSR MS We will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

8.2 We may keep your data for longer periods if we cannot delete it for legal, regulatory or technical reasons. Maintaining your personal information for these periods allows us to keep accurate records for our legal obligations and to handle any future complaints.

## **9. Data Transfers**

9.1 Whenever RSR MS transfers your data outside the European Economic Area (EEA) we impose contractual obligations on the recipients of that information to protect it to the standard required in the EEA.

9.2 Request access to your personal data.

9.3 Request correction of your personal data.

9.4 Request erasure of your personal data.

9.5 Object to processing of your personal data.

9.6 Request restriction of processing your personal data.

9.7 Request transfer of your personal data.

9.8 Withdraw consent.

9.9 You have a right at any time to opt-out or withdraw consent of receiving marketing from us and/or to amend the delivery method we use. We will only use your personal information to send you marketing messages if we have either your consent or a 'legitimate interest'. That is when we have a business or commercial reason to use your information. It must not unfairly go against what is right and best for you.

9.10 To manage your rights and delivery preferences please follow the instructions in our marketing communications, inquiry forms or write to us at:

Post: RSR Motorsport Safety, 4 Normanton Cottages, Empingham Road, Normanton, Rutland, LE15 8RW. Email: [trustee@rsmotorsportsafety.org.uk](mailto:trustee@rsmotorsportsafety.org.uk)

9.11 You can exercise any of these rights at any time by contacting us contacting our Compliance Officer using the contact details provided above.

9.12 If you are concerned or have questions about how RSR MS handles your personal data please contact us and we will do our best to assist you. Please note that you have the right to lodge a

complaint with the UK Information Commissioner's Office (or any other appropriate supervisory authority), which may be accessed through the following link <https://ico.org.uk/concerns/>.

## **10. Other important terms**

10.1 If a court finds part of this Privacy Policy illegal or invalid, the rest will continue in force. Each of the Conditions, and each paragraph of each Condition, operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining parts will remain in full force and effect. If we do not insist immediately that you do anything you are required to do under this Privacy Policy, or if we delay in taking steps against you in respect of your breaching this Privacy Policy, that will not mean that you do not have to do those things and it will not prevent us from taking action against you at a later date.

## **11. Governing law and jurisdiction**

11.1 This Privacy Policy and any dispute or claim arising out of or in connection with it or its subject matter will be governed by and construed in accordance with the laws of England and Wales. The parties irrevocably agree that the courts of England will have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Privacy Policy or its subject matter.

## **12. Changes to our privacy policy**

12.1 RSR MS reserve the right to revise this privacy policy or any part of it from time to time. Please check back frequently to see any updates or changes to our privacy policy.

## **13. RSR Charity associate members and Volunteers qualifications and licence details retention**

### **13.1. Purpose**

13.1.1. The purpose of this policy is to establish guidelines for the retention and disposal of records related to staff details and qualifications. This ensures compliance with legal requirements, protects employee privacy, and maintains the integrity of personnel records.

### **13.2. Scope**

13.2.1. This policy applies to all records containing staff details and qualifications, including but not limited to personal information, next of kin, educational qualifications, and certifications/licences.

### **13.3. Types of Records Covered**

13.3.1. Personal details (name, address, contact information)

13.3.2. Next of Kin (name, address, contact information)

13.3.3. Educational qualifications (degrees, diplomas, certifications)

13.3.4. Professional licenses and certifications

13.3.5. Training records

### **13.4. Retention Periods**

13.4.1. The retention periods for various types of records are as follows:

13.4.1.1. Personal details: Retained for the duration of their active membership.

13.4.1.2. Next of Kin details: Retained for the duration of their active membership.

13.4.1.3. Educational qualifications: Retained for the duration of their active membership and for [5] years after termination of their active membership. See **Information Retention Table A**

13.4.1.4. Professional licenses and certifications: Retained for the duration of their active membership and for [5] years after termination of their active membership. See **Information Retention Table A**

13.4.1.5. Training records: Retained for the duration of their active membership

### **13.5. Storage and Security**

13.5.1. All records will be stored securely to prevent unauthorized access, loss, or damage.

13.5.2. Electronic records will be protected with appropriate security measures, such as encryption and access controls.

13.5.3. Physical records will be stored in locked filing cabinets or secure storage areas.

### **13.6. Access to Records**

13.6.1. Access to staff records will be restricted to authorized personnel only.

13.6.2. Employees have the right to access their own records upon request, subject to reasonable notice.

### 13.7. Disposal of Records

13.7.1. Records that have reached the end of their retention period will be disposed of securely.

13.7.2. Electronic records will be permanently deleted using secure methods.

13.7.3. Physical records will be shredded or otherwise destroyed to prevent unauthorized access.

### 13.8. Compliance and Review

13.8.1. The HR department will be responsible for ensuring compliance with this policy.

13.8.2. This policy will be reviewed annually or as needed to ensure it remains current and effective.

13.8.3. Changes to this policy will be communicated to all employees.

### 13.9. Legal and Regulatory Considerations

13.9.1. The retention periods and practices outlined in this policy are designed to comply with relevant local, state, and federal laws and regulations.

13.9.2. The organization will remain informed about changes in legal requirements and adjust the policy as necessary.

### Information Retention Table A

<b>Information</b>	<b>Initial Check</b>	<b>Hold</b>	<b>Retention Period</b>
MSUK No & Grades	Yes	Yes	While Active Only
BMMC No.	Yes	Yes	While Active Only
BMMC Grade	Yes	Yes	While Active Only
BRMC No.	Yes	Yes	While Active Only
BRMC Grade	Yes	Yes	While Active Only
Next of kin	Yes	Yes	While Active Only
Driving C1	Yes	No	Only keep date to check renewal
RoSPA	Yes	No	None
D1 / D2	Yes	No	Only keep date to check renewal
CERAD	Yes	No	Only keep date to check renewal
DBS	Yes	No	Only keep date to check renewal
E / FAW	Yes	Yes	While Active + 5 years*
FREC 3	Yes	Yes	While Active + 5 years*
FREC 4	Yes	Yes	While Active + 5 years*



FREC 4 ILS

Yes

Yes

While Active + 5 years\*

\*To tally with PRF retention, unless children were all documentation must be kept until they are 18