

Data Protection Policy:

The Data Protection Act 1998 and the EU General Data Protection Regulation (effective May 2018) established laws about how companies and organizations, such as the Sporting Car Club of Norfolk Ltd. ("SCCON" hereafter), can hold and use Personal Data and Information. This Data Protection Policy, as set out below, describes how Information relating to members of SCCON and non-members of SCCON who are Participants in Events and/or Activities run, co-promoted or supported by SCCON may be stored, used and communicated by SCCON.

Information held by SCCON shall consist of:

- 1/ Contact Details in respect each member of SCCON, and in respect of non-members of SCCON who participate in events and/or activities run, co-promoted or supported by SCCON. This Information will typically be postal addresses, e-mail addresses and telephone numbers.
- 2/ Details of Vehicles owned by members of SCCON or by non-members of SCCON who participate in events and/or activities run, co-promoted or supported by SCCON. Also, details of vehicles entered by members of SCCON or non-members of SCCON in events run, co-promoted or supported by SCCON but not owned by them.

Events and Activities:

The Events and Activities run, co-promoted or supported by SCCON will include: motoring events authorised by Motorsports UK or granted a waiver of permit by Motorsport UK, motoring events both static and dynamic that do not require a permit or waiver of permit from Motorsport UK, meetings, social events, dinners, activities to publicise motor sport and/or to publicise SCCON and sales of SCCON clothing and merchandise.

Participants in Events & Activities are deemed to include attendees, competitors, entrants, marshals and organisers.

Principles:

SCCON is a non-profit making organisation and this policy expressly forbids the use of members' and non-members' Information for any commercial purpose other than within the Events and Activities of SCCON as described above.

Information shall only be held by members of SCCON's management team, or by persons appointed by SCCON's management team to assist in the legal and safe organisation of events and/or activities run, co-promoted or supported by SCCON. Information may be held in documented form or in electronic format.

Information about current and recent members of SCCON, shall be held by the Membership Secretary of SCCON in electronic format and shall be regularly backed up to reduce the risk of loss of such Information.

Communication and Usage of Information:

By entering events and/or activities run, co-promoted or supported by SCCON, the Participant agrees to his or her name and vehicle being described (including description by means of photographs) in 'Spotlight' the newsletter of SCCON and within the pages of SCCON's website and SCCON's Facebook page.

Information held by SCCON may be used to maintain records of Events as required by Motorsport UK and to record the history of SCCON. It may be communicated to Motorsport UK and their insurers who have their own Data Protection Policies.

Information held by SCCON may be used to invite previous Participants to be Participants in future Events and/or Activities run, co-promoted or supported by SCCON. Except as described above, or as required by the laws of the United Kingdom, Information held by SCCON's management team (or persons appointed by them) will not be divulged to third parties unless the express prior consent of the affected Participant(s) has been obtained.

When e-mails are sent by SCCON to Participants or potential Participants, they shall be addressed "To" the sender of the e-mail or "To" a SCCON e-mail address. All intended recipients shall be addressed in blind copy format "BCC" to avoid giving recipients the e-mail addresses of the other recipients.

A Participant is entitled to ask SCCON's Membership Secretary or Club Secretary what Contact Details about them are held by SCCON in electronic format. This Information shall then be supplied to them within a reasonable time. If there are inaccuracies in this Information, they shall be corrected as requested by the Participant.

Destruction of Information held by SCCON

Contact Details about a Participant that are held by SCCON in electronic format shall be deleted at the request of that Participant. Such request must be made by means of a paper document or e-mail message sent to SCCON's Membership Secretary or to SCCON's Club Secretary. That Participant's Contact Details will then be completely removed from SCCON's Information within a period of three months after receipt by SCCON of such request.