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## Scottish Motorcycle Club

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### General Data Protection Regulation

In May 2018 a change to the General Data Protection Regulation (GDPR) is being made, and it will be a requirement by law that all personal data held by the Scottish Motorcycle Club must have the signed permission of all their members to hold their personal information.

Below in the “boxed text” is an explanation of how GDPR applies to the various aspects of the club and personal information usage. We request that you read through this and provide “signed” consent, confirming that you understand why we ask for the information we do and that you agree to us holding this personal information on file.

The format of the “signature” can be (a) via an e-mail confirming that you have read our privacy policy and agree to us holding this personal information on file (b) a printed, signed and photographed copy of this document emailed back or (c) a copy of this document printed, signed and posted back to the Membership Secretary.

This GDPR consent form details how we at the Scottish Motorcycle Club treat any Personal Information\* that you provide to us.

*\*For the purpose of this document, Personal Information means the basic information that you are asked to provide to the Scottish Motorcycle Club, in order to carry out our duties to you, which are explained in the section below on “How we use your Information”.*

*This information may include, but not be limited to: Name, address, email, personal financial information.*

Use of any Personal Information provided by you to the Scottish Motorcycle Club will not be shared with a third party without your prior consent.

#### **How do the Scottish Motorcycle Club use your information?**

The details you provide to us are used for the purpose of ensuring that we have the correct information for you when we provide an appropriate service, such as membership emails and notifications, renewal notices etc.

- Your **e-mail address** is used to create your web account and to contact you with regard to any communications between ourselves, and also to keep you updated of any progress as necessary. You will be added to the membership mailing list provided you have consented to be added.
- We ask for a **contact telephone number** in case of any query which may arise where we are unable to contact you via e-mail.
- Your **postal address** is requested to facilitate the delivery of BMF magazines should you choose to volunteer to receive these and also to provide emergency contact information should this be required.
- Your **name** will be recorded against the “Runs Attended Register” to facilitate the annual awards for most attended runs etc.
- Your **name** and **photographs of you and your bike** may be included in club Run Reports and the secure section of the Club Gallery and Members Social Media platforms. Should

you not wish this information to be shared please make your run leader aware at the start of the run and it will be your responsibility to ensure you are not included in any run photographs. Photographs submitted to the club gallery may also be included in the club calendar which is printed annually and sold to members and by uploading said photographs you agree to this inclusion.

- **Membership Fee payment dates** this is used to ensure all membership fees are up to date.

#### **Closed Group Social Media Platforms**

In accordance with GDPR, photographs and mobile video recordings (go-pro or similar devices) of individuals are classed as personal data and must be treated in accordance with The Data Protection Act 1998.

If mobile cameras are being used to film ride-outs or SMC events, you must ensure each member is aware they are being filmed and that there are no objections. The footage can be shared amongst members on closed groups. However, if these images are intended for public viewing such as, but not restricted to, open Facebook/YouTube pages (by means of, but not restricted to, direct upload or tagging), you must respect the privacy of members at all times.

Personal data in this situation would include both registration plates and personal images.

#### ***To clarify:***

An image placed onto our Club private closed group is acceptable, provided permission has been granted. As soon as this image is placed outside this medium, for example, open Facebook pages, twitter, Instagram etc it becomes an issue of data processing, and due processes must adhered to.

Any members wishing to share images onto their own pages must obtain permission prior to sharing, to comply with the new Regulations. It would be essential for members to discuss this issue prior to ride outs/social events, or on a regular basis, as permission is neither inferred by omission, or granted retrospectively.

Anybody captured that are not attendees of the event must have their identities (including vehicle registration marks) obscured if they are clearly identifiable on the captured footage. Any member not consenting to being recorded / photographed who is accidentally captured on any footage should have their identifiable featured obscured.

Personal data in this situation would include both registration plates and personal images.

Please contact any committee member for clarification. The committee will not be responsible for any breach of GDPR.

#### **How long is information stored for?**

Information is broken down into 2 categories and stored as follows :

- Continuing members : information held on an ongoing basis
- Members who choose not to renew : your information will be securely stored for 12 months and your online account de-activated. Any information contained in (and not excluded to) Club Events e.g. Run Reports, Gallery section will remain active whilst the website is in place or until such times as data storage requires the Committee to archive information. Members will be removed from the membership mailing list.
- Members who choose not to renew for a 2<sup>nd</sup> year : accounts will be deleted and all securely held personal information will be deleted and forms shredded. Any information contained in (and not excluded to) Club Events e.g. Run Reports, Gallery section will remain active

whilst the website is in place or until such times as data storage requires the Committee to archive information.

- Members Only Social Media platforms : all information contained in this closed group will remain in the group regardless of whether a member renews their membership or not, for the duration of the Group being available to the club.

#### **Security of Information**

All of the personal data we process is processed in the UK and held on a secure, personal laptop with a secure password. All membership forms are stored in a lockable storage box. The Scottish Motorcycle Club will endeavour to take all reasonable steps to avoid unauthorised access or disclosure to a third party of any personal information provided to us.

We reserve the right to update and amend this policy and we would request that you check this document periodically to ensure that you are aware of our latest Privacy Policy.

Should you have any query with regard to the details provided in this document or if you wish to make us aware of any change in your Personal Information, please do not hesitate to contact us as follows :

#### **Information we now no longer require**

Previous membership forms included the following information which we now no longer require and have subsequently deleted for all members :

- Current Motorcycles
- Are you a Learner rider
- Date CBT Obtained
- Year full motorcycle licence obtained
- Do you have a suggestion for a ride out route or destination

Membership Secretary email : [secretary@scottishmotorcycleclub.org.uk](mailto:secretary@scottishmotorcycleclub.org.uk)

Membership Secretary address : Membership Secretary, Scottish Motorcycle Club, 59 James Young Road, Wester Inch Village, Bathgate, West Lothian, EH48 2UP

*By completing your registration for a registered guest or paid member on our website  
you accept the above policy.*