



SCOTTISH AUTO CYCE UNION

DATA PROTECTION POLICY

SACU Data Protection Policy Statement.

The SACU is committed to meeting its obligations under the Data Protection Act of 2018. The SACU will strive to observe the law in all collection and processing of subject data and will meet any subject access request in compliance with the law. The SACU will only use data in ways relevant to carrying out its legitimate purposes and functions as an organisation in a way that is not prejudicial to the interests of individuals. The SACU will take all necessary due care in the collection and storage of any sensitive data. The SACU committee members and staff will do their utmost to keep all data accurate, timely and secure.

All SACU committee members and voluntary workers must be aware of the requirements of the Data Protection Act (2018) when they collect or handle data about an individual. The SACU members and staff must not disclose data except where there is subject consent, or legal requirement. Data sent to outside agencies must always be protected by a written contract. All collection and processing must be done in good faith.

The SACU will keep records of all complaints by data subjects and the follow up. It will also keep a record of all data access requests. There will be a repository of all SACU statements of Data Protection Law compliance and information about any contacts made with the Data Protection Registrar. This information will be available to committee members and data subjects on request.

The SACU will inform subjects of any processing, disclosure or overseas transfer that does not fall within SACU purpose in a way that any individual supplying could be expected to understand. The SACU will keep registration (now called notification) up to date.

Principles of Data Protection outlined in the Data Protection Act (2018)

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

There are separate safeguards for personal data relating to criminal convictions and offences.

Member rights

Under the Data Protection Act 2018, SACU members have the right to find out what information the SACU are storing about them. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

Members also have rights when an organisation is using their personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict behaviour or interests

SACU Privacy Statement

The SACU is the recognised licencing Authority for Motorcycle Sport in Scotland.

We collect data from members for the purpose of issuing race licences, official's licences, race start permissions and insurance.

Details are stored on a computer system to allow the production of licences and record results where required for licence conditions (Road Race and Trials). This information is stored securely and accurately.

Personal details are only used for contacting members re' licencing matters, notification of awards and investigation of medical matters.

Clubs may be provided with a member's name and licence number to prove they hold a licence for competition.

Clubs provide a list of members annually - these are stored in paper format and only used to confirm numerical accuracy of membership submissions.

Payment details submitted are used to take payment and then immediately destroyed. No payment details are recorded.

We may disclose your personal information to the extent that we are required to do so by law in connection with any legal proceedings or prospective legal proceedings. This will include the reporting of personal accident details for insurance purposes

Except as provided in this privacy policy, we will not provide your information to third parties.

Members have the right to request a copy of the data recorded about them for accuracy. Please let us know if your information needs to be corrected.

Members may submit a complaint to the Information Commissioners Office if their information is inaccurate or used inappropriately.