

Sherborne Classic and Supercars Limited Privacy Notice

Sherborne Classic and Supercars Limited (“we”) promise to respect the confidentiality of any personal data you share with us, to keep it safe, and we will always take every effort to protect your privacy. *[For the purpose of this privacy notice, Sherborne Classic and Supercars Limited also includes Sherborne Classic Cars CIO.]*

We pride ourselves on our honesty and openness and will always be clear how, when and why we collect and process your information; we promise we will never do anything with your details that you wouldn’t reasonably expect.

Contacting our event participants is crucial to our being able to run our event, and your personal data allows us to manage your involvement.

We collect information in the following ways:

When you give it to us DIRECTLY

There are many ways you may give us your information. For example, when you make an enquiry through our web site, when you apply to exhibit at our events, when you apply for advance tickets, when you apply for allocation of funds from the proceeds of our event, or communicate with us either by phone, in writing, including email or in person. We are responsible for your data at all times.

When you give it to us INDIRECTLY

Your information may be shared with us by event sponsors or other parties involved with our event. These independent third parties will only share your information when you have consented. You should check their Privacy Notice when you provide your information to understand fully how they will process your data.

Via Social Media

Depending on your settings or the privacy notices for social media and messaging services like Facebook, WhatsApp, LinkedIn or Twitter, you might give us permission to access information from those accounts or services.

Via information available publicly

This may include information found in places such as websites, Companies House and information that has been published in articles/newspapers.

Cookies

Like most websites, we use “cookies” to help us make our site, and the way you use it, better. We do not store any personal data in the cookies that we use.

Cookies mean that a website will remember you. They’re small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields.

In addition, the type of device you’re using to access our website or apps and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have, what operating system you’re using, what your device settings are. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

The type and quantity of information we collect and how we use it depends on why you are providing it. You should be able to control what cookies are placed on your device through your browser settings. Go to <https://www.aboutcookies.org/> to find out more about cookies, including how to see what cookies have been set and how to manage and delete them.

We may use Google Analytics to analyse the use of our website by generating statistical and other information.

Details captured during your visit to our websites will include, but are not limited to, traffic data, location data, weblogs and other communication data and the resources you access. However, all data collected is anonymous and will not identify you as an individual.

Google, not the organisation, stores this activity information. You can view Google's privacy notice at <http://www.google.com/privacypolicy.html>.

To opt out of being tracked by Google Analytics across all websites visit <https://tools.google.com/dlpage/gaoptout>.

What personal information we collect and how we use it

We will only ever capture the minimum amount of information that we need to in relation to your involvement with our event and we promise to keep your information secure. The personal data we will usually collect is:

- Your name
- Your contact details
- Your bank or credit card details (as relevant to the service provided)
- Details of the enquiry, service or product

Where it is appropriate, we may also ask for additional information

How we will use your data

We will use your personal data for the legitimate interest of conducting core business activities, these will include:

- Administer your enquiry or entry to our event
- Provide you with the services, products or information you asked for
- Communicating organisational messages about our event
- To present our website and its contents to you and to allow you to participate in interactive features on our website
- Keep a record of your relationship with us
- Understand how we can improve our services, products or information
- In any other way we may describe when you provide the information
- For any other purposes with your consent

Sensitive information

We do not collect any personal information classified as 'sensitive' under GDPR.

Data Sharing

1) Our service providers

In the course of our legitimate business activities, there may be a need for us to share, or give access to, your personal data to third parties that provide us with event services or host our applications/software that you may access, for instance:

- Bradson Event Services – who provide our online advance tickets services

We will ensure that data processing agreements, compliant to GDPR, are in place before sharing with, or giving access to, your data with any of our event service providers.

2) Sharing within our organisation

Our organisation comprises Sherborne Classic Cars CIO and Sherborne Classic and Supercars Limited. When you give information to us it may be shared between these two entities in order to facilitate the organisation of the event, and the distribution of surplus proceeds from the event.

3) Sharing with third parties

We will never commercially sell your personal data to anyone else.

We will only ever share your personal data in other circumstances, not listed above, if we have your explicit and informed consent at the time of collection. However, we may need to disclose your details if required to the police, other agencies, for example HMRC, regulatory bodies or our legal advisors.

How we keep your information safe and who has access to it

We ensure that there are appropriate physical and technical controls in place to protect your personal details. For example, confidential paper records are securely stored, our databases are encrypted and our event records are securely stored online. Confidential paper waste is shredded.

We undertake regular reviews of who has access to information that we hold to ensure that your personal information is only accessible by appropriate members of our organising team.

We have a duty to report certain types of personal data breaches to the relevant supervisory authority, and where feasible, we will do this within 72 hours of becoming aware of the breach. If a breach is detected and likely to result in a high risk of adversely affecting you, we will inform you without undue delay.

Where we store your information

Your personal information is stored in access files which are encrypted and held on computer by the show organiser and also on the companies Cloud storage where access is strictly limited to show secretary and chairman.

How long we retain your information and how we keep it up to date

We will only keep your information for as long as we need it to assist you with your enquiry, and to provide you with information about our event and related activity. There are statutory timescales on how long we should keep your information, for example, financial records must be kept for 7 years, information associated with Health & Safety for three years after an event. We shall delete your information according to these statutory limits, or according to guidance issued by the Information Commissioner.

Your rights

The General Data Protection Regulations gives you certain rights and these are listed below for your convenience, further clarification of your rights is available on the Information Commissioners website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

- You have a right to be informed when your personal data is being collected, what is collected and how it will be used or shared.
- You have a right of access to your personal data: the right of access allows you to be aware of and verify the lawfulness of the processing of your personal data. You can also request a copy of the information which we hold on you. This information will be provided free of charge, unless the request is found to be manifestly unfounded or excessive then a reasonable fee will be charged. The application should be made in writing, by letter or email, and addressed to The Chairman, Sherborne Classic and Supercars Limited, contact details shown below, enclosing two proofs of identification.

Applicants should be aware that where requests are manifestly unfounded or excessive, in particular because they are repetitive, SCS can:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

- You have a right in certain circumstances to have inaccurate personal data rectified, blocked (restrict processing), erased (right to be forgotten), or destroyed.
- You have a right in certain circumstances to object to the processing of your personal data for such reasons as direct marketing, automated decision making, profiling; although we can confirm we make no decisions on you using an automated process.
- You have a right in certain circumstances to data portability.

We collect and process your personal data through legitimate interests or because you have provided it to us to enable us to deliver a service to you. We will only process your personal data as you would reasonable expect us to. You can opt out of our general event mailings at any time.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

Changes to this privacy notice

We may change this privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website www.classic-supercars.co.uk or by notifying you directly.

Our contact details

The Chairman
Sherborne Classic and Supercars Limited
1 Harvest Court
Shepton Mallet
Somerset
BA4 5BS

Email: classicandsupercars@gmail.com

Complaints

If you are unhappy with how we have processed your personal information, please firstly contact the Chairman at Sherborne Classic and Supercars Limited, details above. If you are still unhappy you may contact the following:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline: 0303 123 1113 (local rate) or ++44 1625 545 745

Sherborne Classic and Supercars Limited
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