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Version Control

Date	Version	Comments	Status
29/5/18	1.0	First Issue	Active

1. Status and classification of Lawful Basis

Aqueduct Classics are a "data controller"

This means that we are responsible for deciding how we hold and use personal information about you. You are being provided access to this privacy notice because your details have been retained by us either through information provided on event entry forms or through other interactions as a result of administering club activities such as the creation and storage of event report and results which may contain your name. It makes you aware of how and why your personal data will be used, namely for the purposes of operating our club and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

We operate under the classification of "Legitimate Interest"

This means that we would use your data in a manner which you would reasonably expect and have a minimal impact on your privacy.

2. How is your personal information collected (personal interaction)?

We may collect personal information about you from the following sources:

- (a) Event entry forms.
- (b) Email enquiries.
- (c) Third party social media sites such as LinkedIn, Facebook and Twitter.

3. How is your personal information collected (website visits)?

We may collect and process Your Data in the following circumstances:

- (a) Whenever you provide Your Data to us when reporting a problem with our Site, making an enquiry or contacting us for any other reason. If you contact us, we may keep a record of that correspondence;
- (b) We may also collect data in the following ways:

By utilising Googles Analytics services, we may collect information about your device, including where available your IP address, information about your device's operating system, browser type and your location as defined by Google down to a city location. We have configured Google Analytics to automatically delete any data greater that 14 months old (Googles current minimum term).

4. How we will use information about you

Your information is used to maintain interpersonal relationships and maintain the smooth operation of the club.

Predominantly this tends to focus on the following areas:

- a) Creating event reports and results
- b) Interaction with our governing bodies and insurers
- c) Providing up to date emergency contacts

All event entry forms are retained and destroyed after a period of 3 years.

Event reports and results are held on the Aqueduct Website (and an off line back up) and only contain the personally identifiable data field of First Name and Last Name.

We also maintain an excel spreadsheet of all historical entries which includes personally identifiable data such as name, address, email address and primary and emergency contact numbers and emergency contact names.

5. Data sharing

We will never share your personal information with third parties until we obtaining your consent to do so, and this will only be for the reasons outlined in Section 4 above. At the point of obtaining your consent, we will disclose to you the third parties which your personal information will be shared with.

By acknowledging that we use Google Analytics during your first visit to our website, you also acknowledge that your collected data will be managed in line with Googles Data Processing terms.

6. Rights of access, correction, erasure, and restriction

Under certain circumstances, by law you have the right to:

- (a) Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- (b) Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- (c) Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- (d) Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- (e) Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

(f) Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Club Secretary (acting as our DPO) in writing as outlined below.

By Post:

Aqueduct Classics

1 Pleasant View,

Froncysyllte,

Llangollen

LL20 7SF

By Email:

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