



**Procedure Document:**

# **Data Management**

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Bristol Motor Cycle and Light Car Club Ltd. is a company registered in England with the company number 493954. Registered office: Riverwood Lodge, Moorend, Hambrook, BRISTOL BS16 1SP.

## 1 Document History

### 1.1 Revision History

Revision date	Author	Version	Summary of Changes	Changes marked
30-03-2018	M Nichols	0.1	N/A	N/A
31-03-2018	M Nichols	0.2	General Update following feedback	No.
02-04-2018	M Nichols	0.3	Membership Data Retention	No.
16-04-2018	M Nichols	0.4	Legal & Compliance	No.
17-04-2018	M Nichols	0.5	General Update following feedback	No.
15-05-2018	M Nichols	1.0	Final Version for Publication	N/A.

### 1.2 Approvals

This document requires the following approvals:

Group	Date of Issue	Version
Bristol Motor Club Board of Directors	16-04-18	0.4

### 1.3 Distribution

This document has additionally been distributed to:

Role	Date of Issue	Version
Club Membership Secretary	16-04-18	0.4
Event Secretaries	16-04-18	0.4
Entries Secretaries	16-04-18	0.4
Chief Marshals	16-04-18	0.4

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## 2 Document Purpose

The purpose of this document is to define the procedure for managing Personal Data. Bristol Motor Club is the Data Controller for the purpose of GDPR and the Data Protection Act 2018.

## 3 Background

The Bristol Motor Cycle and Light Car Club was established in 1911, became a limited company in 1951 and trades as Bristol Motor Club. It remains a thriving motor club with a focus on entry level motorsport events run in the United Kingdom under permits issued by the governing body, the Motor Sports Association. In running events Bristol Motor Club manages personal data from Competitors, Marshals and Officials. In addition, Bristol Motor Cycle and Light Car Ltd. also maintains a permanent list of members in line with the requirements of the Companies Act 2006.

## 4 Glossary of Terms and Role Definitions

Bristol Motor Club	Bristol Motor Club is the trading name of Bristol Motor Cycle and Light Car Club Ltd. Also referred to in this document as, the Club.
Data Controller	The organisation that sets the purposes and means of processing personal data. Bristol Motor Club is the Data Controller.
GDPR	General Data Protection Regulation. The aim of the GDPR is to protect all EU citizens from privacy and data breaches in an increasingly data-driven world that is vastly different from the time in which the 1995 directive was established.
Membership Secretary	The person responsible for maintaining an accurate list of members.
Event Secretary	The person responsible for organising an event, including generating interest by contacting past competitors pre-event, and sending out results, post-event.
Entries Secretary	The person responsible for receiving entries and maintaining an accurate entries list.
Chief Marshal	The person responsible for recruiting marshals to help run each event, including generating interest by contacting past Marshals pre-event, and sending out any additional correspondence post-event.
MSA	Motor Sports Association. The governing body of Motor Sports within the UK.
Personal Data	Meaning any information relating to an identifiable person who can be directly or indirectly identified.
Sensitive Personal Data	Includes all medical data.
Processor	An organisation that processes personal data on behalf of a controller.
Data subject	Any individual whose personal data or sensitive personal data the Club processes.

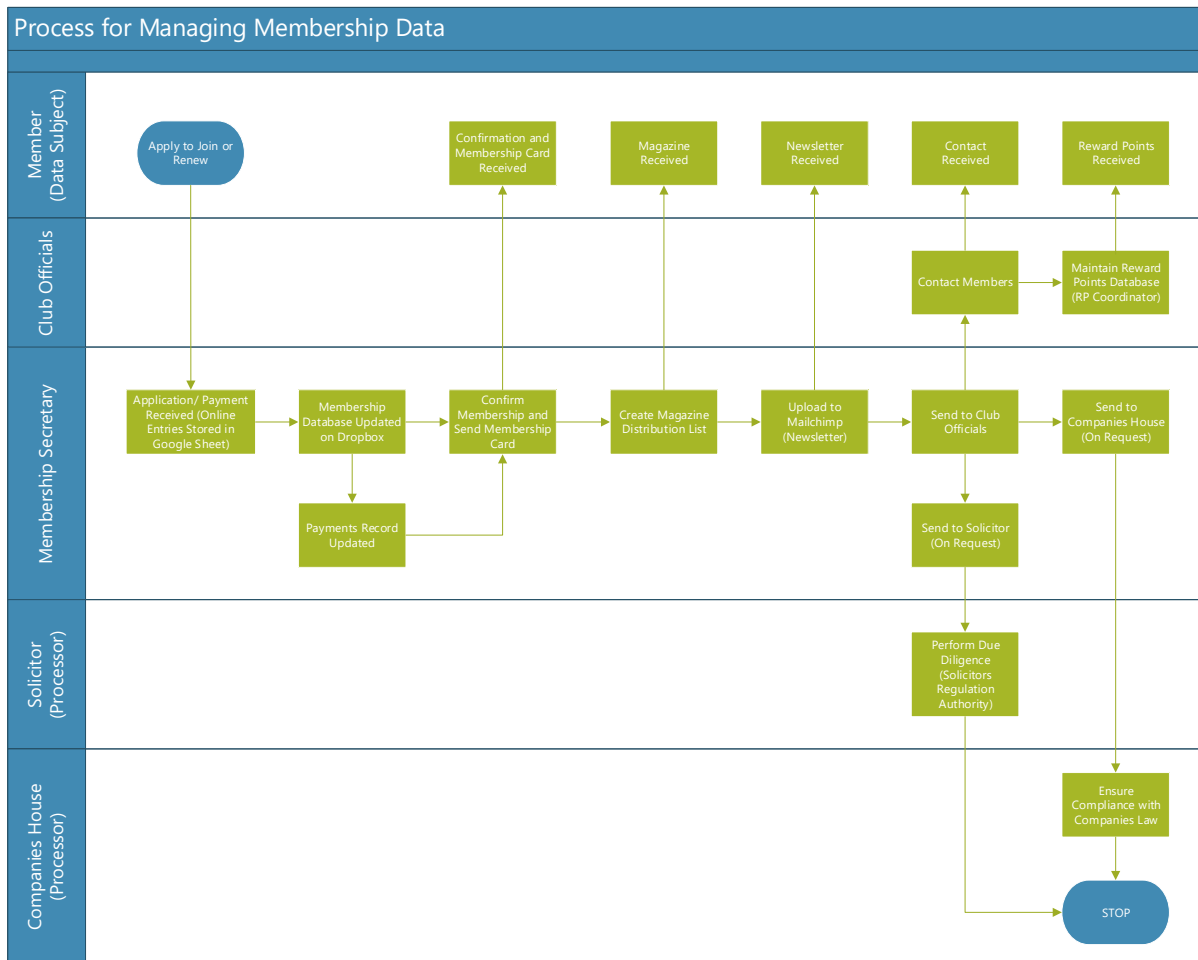
## 5 Managing Membership Data

The Membership Secretary to maintain an accurate and permanent record of past and current members of the Club in line with the Companies Act 2006.

### 5.1 Membership Data Managed:

Data Managed	Membership Database	Payments Record	Mailchimp (Newsletters)
Name	Yes	Yes	Yes
eMail Address	Yes		Yes
Main Phone Number	Yes		
Secondary Phone Number	Yes		
Address	Yes		
Date Joined	Yes		
Magazine Opt In-Out	Yes		
Associate/ Full Member	Yes		
Link to Full Member (If Associate)	Yes		
Reason for Joining	Yes		
Payment Method		Yes	
Date Last Renewed or Details Changed	Yes		
Status (Current, Life or Expired)	Yes		

## 5.2 Process for Managing Membership Data



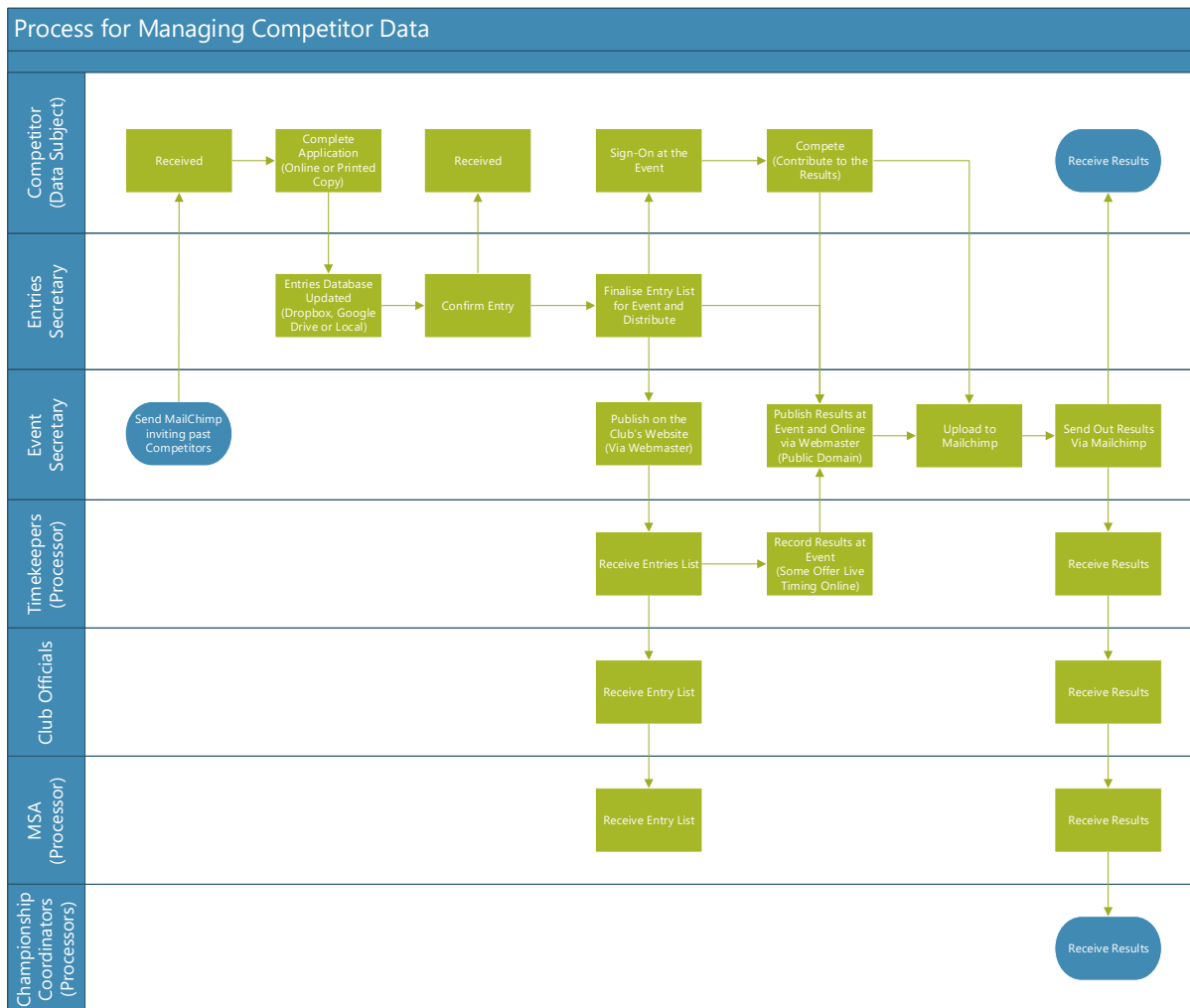
## 6 Managing Competitor Data

Event Secretaries and Entries Secretaries to access and maintain an accurate record of past and current competitors for each event the Club runs in line with the requirements of the MSA.

### 6.1 Competitor Data Managed:

Data Managed	Entry Form	Entry List	Results	Mailchimp
Name	Yes	Yes	Yes	Yes
eMail Address	Yes			Yes
Main Phone Number	Yes			
Secondary Phone Number	Yes			
Address	Yes			
Club a Member of	Yes	Yes	Yes	
Championship Competing In	Yes	Yes	Yes	
Championship Number	Yes	Yes	Yes	
ICE Contact Details (Name, Address, Telephone Number)	Yes			
MSA Licence Details	Yes			
RTA Licence (Y/N)	Yes			
Under 18 (Y/ N)	Yes			
Parent/Guarantor details (If Under 18)	Yes			
Car Details	Yes	Yes	Yes	
Class Entered	Yes	Yes	Yes	
Results and Award	No	No	Yes	

## 6.2 Process for Managing Competitor Data





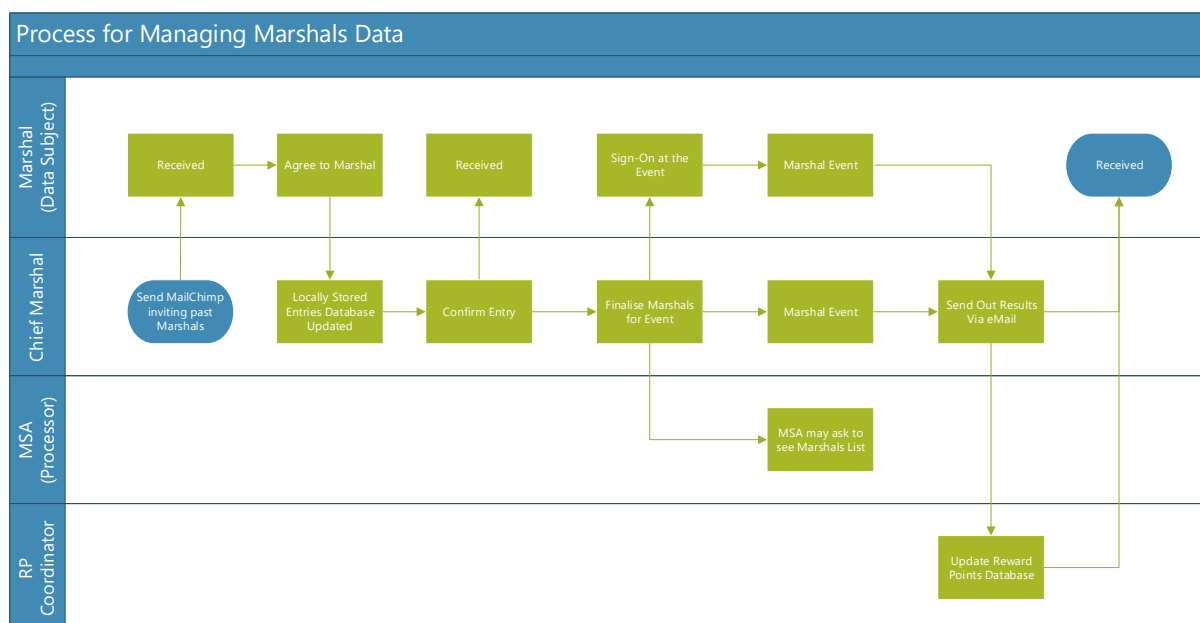
## 7 Managing Marshals Data

The Chief Marshal at each event accesses to maintain an accurate record of past and current Marshals for each event the Club runs. Reward Points are allocated and stored in a separate database.

### 7.1 Marshals Data Managed:

Data Managed	Signing-On Form	Database	RP Database
Name	Yes	Yes	Yes
eMail Address	Yes	Yes	
Address	Yes		
MSA Licence Details	Yes		
Main Phone Number	Yes	Yes	
Secondary Phone Number	Yes	Yes	
Reward Points			Yes

### 7.2 Process for Managing Marshals Data



## 8 Data Security Requirements

Data security requirements apply to all Personal Data held.

### 8.1.1 Computer Storage

All Personal Data stored on a computer must:

- Have current Anti-Virus and Firewall software installed.
- Be locked by a username and password when not in use.
- If the computer is shared by anyone else, including family members, then measures will need to be put in place to prevent access to any Personal Data stored.
- Not be accessed anywhere other people can see or read the screen.

### 8.1.2 Paper Storage

All Personal Data stored as paper must be secured away when not in use.

### 8.1.3 Online Transfer of Personal Data

During transfer of Personal Data e.g. upload to Mailchimp, Google Drive, or Dropbox then only a secure (https://) process must be used.

### 8.1.4 eMailing Personal Data

At no time should Membership Personal Data be eMailed to any individual or organisation. This includes the Club's officers, Directors and Members. Personal Data should only be transferred using a secure process.

### 8.1.5 Sharing Personal Data with Third Parties

Membership Personal Data must not be shared with third parties unless to comply with the requirements of the MSA, Companies Act 2006 or other mandatory legislation. Any Personal Data shared must be done so using a secure process, and only with organisations who meet GDPR standards.

## 9 Data Retention

Bristol Motor Cycle and Light Car Ltd. is required by law (Companies Act 2006) to maintain a permanent record of members. In addition, the Club maintains a permanent archive of events, media, and results dating back to 1911.

## 10 Useful Links

[ICO Guide](#)

[GDPR Website](#)