

Privacy Policy – Association of Racing Kart Schools Ltd

1. **Introduction:** The Association of Racing Kart Schools Ltd (ARKS) respects your privacy and we will only use your information in the way we describe in this notice. When using your information we aim to be fair and transparent, and to follow our obligations under UK data protection laws. Your information is used for administering association membership, fulfilling requests for information, activities, competitions and invoicing or dealing with payments. Please take a few minutes to read and understand our policy and review periodically for updates when using our services.
See Section 5 for contact details.
2. **What information do we collect:**
 - 2.1 Details we may collect that you voluntarily provide through online systems, occasional surveys or completing a paper form e.g. membership forms, licence application form, Novice Driver Test Form, Test payment –
Personal details which may be included: name, address, telephone numbers, age, date of birth, emergency contact details, email address, demographic information and the same information you provide us for any children. For association membership we record the details of the school personnel or linked organisations that you tell us about, you should inform these people that you have given us their personal data.
 - 2.2 Social media - we offer Facebook and Twitter and may have other social media platforms. The information you choose to put on these platforms is controlled by the social media operators. If you sign to join one of our social network we may use the profile Information, email, telephone number, social media user name or handle you give us to enable us to access regarding your interests.
3. **How do we use the information:**
 - 3.1 For member schools we use your information when you first apply to become a member, to administer your request, renew your membership, acknowledge requests and remind you of future opportunities and provide you with member benefits. You should keep us updated with any change of personnel or their personal data in a timely manner. For school membership, we will publish some of your information on our website and other publications, which will be in the public domain. Your information is used in these ways to fulfil our contract with you.
 - 3.2 We also use your information when you request information, e.g. by submitting a request on our website, by email or by telephone.
 - 3.3 We keep the information that you enter on a Novice Driver Test Form.
 - 3.4 We understand that you may be submitting personal information regarding a minor or child (as defined by the GDPR) as a Instructor, driver or volunteer or as a payee or creditor and therefore you are giving explicit permission that these details may be used by us. We use your Information as necessary or appropriate for our association business purposes including to: Administer your membership, novice driver test, instructor or examiner requests or any other service available by us where you have requested such. Register you and provide you access to the services requested by you. Respond to inquiries or requests that you direct to us. Fulfil your requests for products or services. Send communications, newsletters and administrative emails about the association or our services. Personalise and better tailor the features, performance and support of the association, the website, social media and our services for your use; analyse, benchmark and conduct research on user data and user interactions with the website and our services. Deliver our services as offered. Other purposes related to any of the above. We recommend that parents or guardians supervise young people while they are online.

- 3.5 Accidents – should a reportable accident take place under our jurisdiction we will record the information that is legally required. We may ask you for emergency contact and next of kin details which we will only use in an emergency, and which is used for a legitimate interest. You should let the contact and next of kin know that you have given this information to us.
 - 3.6 We will not sell or provide your details to third parties other than as shown below and we would expect the third parties mentioned above to obtain specific permission to continue any interaction with yourself or your children.
 - 3.7 Who do we share this information with - We may also share some or all of the information you provide with other relevant kart clubs, kart schools, kart associations and the Motor Sports Association where we feel that is necessary for management or to give advice to yourself, or to check your details. And to any other third party or with medical personnel if required by law.
 - 3.8 Some or all of the Information collected for a race meeting may be disclosed publicly. It may also be shared with other third parties as shown above. For instance your name, kart details, entrant, sponsor, finishing position, photographs, video and any penalties or judicial action may be published on-line and in print outlets by us or in other media outlets, newspapers etc.
 - 3.9 We may share member school information with service providers, for example to print brochures, advertising leaflets, programmes etc.
 - 3.10 We use a third party organisation to provide payment management for the ARKS Novice Driver Test. These organisations act as data processors and are strictly contractually controlled in how they may/may not use your Information and we remain responsible for the protection of your Information. The third party organisation may be sharing certain information with other kart clubs. We use third party organisations such as Paypal to process credit or debit card information and we do not therefore collect card details entered online through our card processors. We may receive the type of card used and the last four digits.
 - 3.11 How long do we keep the information – To support your lifetime relationship with motor sport and our association we may keep your information indefinitely, unless you ask us to delete it. When you tell us about changes to school officials we will change these at the next opportunity, noting that some information is only published annually.
 - 3.12 Website and Cookie policy - As you use our website, Information may also be passively collected by us including your IP (Internet Protocol) address through our use of cookies, flash cookies, log files, and other technologies. This Information allows us to deliver more helpful Information and services. We do not use Cookies on our website other than to track anonymous usage and return visits.
 - 3.13 A number of other organisation's web sites have links on our site. If you link to their sites, they may collect information. Such sites are not within the control of ourselves and are not covered by this privacy statement.
4. **How do we keep your information secure** – We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.
5. **How can you check your information**
 - 5.1 The data controller is the Administrator, Association of Racing Kart Schools Ltd.
 - 5.2 Enquiries should be made to the Administrator, Association of Racing Kart Schools Ltd, Stoneycroft, Godsons Lane, Napton, Southam, Warwickshire, CV47 8LX. Email: secretary@arks.co.uk

5.3 A parent or guardian may submit a request to secretary@arks.co.uk to stop any further use of a child or young person's personal Information or to request that we suppress any Information as far as we are able. Before disclosing Information about a child, we may request that the parent or guardian provide reasonable Information for identification purposes. We wish you to note that we need certain information about a child or young person in order to process their request for a Novice Driving Test.

6. General Information

- 6.1** This Privacy Policy ("Policy") is intended to inform you how we collect, use and disclose your personal data. This Policy is intended to assist you in making informed decisions about your Information when using our website or the services provided by our club. Please take a few moments to read and understand the Policy.
- 6.2** By using our website and services you consent to our collection and use of your Information as described in this Policy. If we change our Policy and/or procedures, we will update this Policy to keep you aware of what Information we collect, how we use it and under what circumstances we may disclose it. Your continued use of the website or services after this Policy has been amended shall be deemed to be your continued acceptance of the terms and conditions of this Policy, as amended. We encourage you to bookmark this Web page and review this Policy regularly when you use our services.
- 6.3** Personal data that is provided by you and collected from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") and by submitting your personal data you agree to such transfer.
- 6.4** As transmission of data (personal or otherwise) is not entirely secure via the internet we cannot guarantee this security but will take all reasonable steps to ensure compliance with this privacy policy.
- 6.5 Your rights** – You may ask us not to process your information for marketing purposes; you are entitled to a copy of the information we hold about you, and to ask us to correct any inaccuracies; you may ask us to stop using your information. If you ask us to do this we will not be able to continue our contract with you, or you using our services' you may make a complaint to the Information Commissioner (www.ico.org.uk)

This privacy notice was updated on 18 May 2018