



General Data Protection Policy

The Monoposto Club holds limited personal data about our members, employees, clients, and suppliers for business and legal purposes.

This policy sets out how we seek to protect personal data and ensure compliance with the rules governing the use of personal data, specifically in accordance with the six principles of the General Data Protection Regulations 2018.

Personal Data

Personal data we gather may include individuals' contact details and financial information related to payment of membership/entry fees.

We will not process personal data unless the individual whose details we are processing has consented to this happening.

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them, and should ensure that personal data we hold is accurate and updated as required.

Data Use and Retention

Personal data will be retained for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained.

Upon request, a data subject has the right to receive a copy of their data in a structured format. These requests will be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This will be done for free.

A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request.



Data Storage Requirements

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed
- Data stored on a computer should be protected by strong passwords that are changed regularly.
- Data stored on CDs or memory sticks must be locked away securely when they are not being used
- Data should be regularly backed up.
- Data should not be saved on mobile devices such as laptops, tablets or smartphones, local copies should be deleted when no longer needed.
- Data held by the Monoposto Club shall be regularly audited, to ensure continued relevance and compliance with this policy.

End