



Volunteer Data Privacy & Retention Policy

1. Lawful Basis for Processing

We process your volunteer data under the following legal frameworks:

- **Contractual Necessity:** To manage your volunteer relationship with the club.
- **Legitimate Interests:** To ensure the safety of our events, track-side coordination, and the efficient administration of the Club.
- **Vital Interests:** To protect you in an emergency situation.

2. Retention of Data

The Club will retain your personal data only for as long as is necessary to fulfill the purposes for which it was collected:

- **Post-Service:** Certain records (such as name, contact details and dates of service) will be retained for **six years** following your departure to comply with legal limitation periods and insurance requirements.

3. Disclosure and Sharing

To facilitate safe and compliant event operations, your information is shared strictly on a **"need-to-know" basis** with the following parties:

- **BAC Volunteer Coordinator:** For operational management and scheduling.
- **Chief Marshal & Clerk of the Course:** For on-event safety management, incident response, and ensuring personnel are correctly positioned and supported according to their capabilities.
- **Other relevant Committee Members:** For insurance compliance, safeguarding and general club governance.
- **Emergency Services or Club First Aiders:** In the event of a medical emergency or accident during a Club activity.

4. Special Category (Medical) Data

If you choose to provide medical information (e.g., allergies, medications, or pre-existing conditions), this is classified as **Special Category Data** under UK GDPR.

- **Explicit Consent:** By providing this information, you give your explicit consent for the Club to store it and share it with the Volunteer Coordinator, Chief Marshal, Clerk of the Course, relevant Committee Members (e.g Safeguarding Officer), First aiders and Emergency Services.
- **Purpose:** This data is used solely to ensure your safety on-site and to provide first responders with critical information in the event of an incident.



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- **Withdrawal:** You have the right to withdraw your consent for us to hold this medical data at any time. Please note that withdrawing this information may limit our ability to assign you to certain roles if we cannot verify your safety requirements.

5. Your Rights

Under UK GDPR, you have specific rights regarding your data, including the **right to access**, **rectification**, and **erasure**.

Contact: To exercise any of these rights, please contact the **Club Secretary** at secretary@bridgend-automobile-club.com.

Further information can be found in our club **GDPR Policy** located in the Documents section of our website - <https://bridgend-automobile-club.com/about-us/documents/>