



Coventry MotoFest Privacy Policy

Our contact details:

Coventry MotoFest, St Columba's, St Columba's Close, Coventry, CV1 4BX

024 7679 7603

contact@coventrymotofest.com

coventrymotofest.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details including postal address, email address, phone number, social media handles)
- Vehicle details (for example, registration number, make and model)
- Contractor financial information

We do not collect or process any payment information; this is collected and processed by a third party supplier.

When we use analytics software to log site visits, entry points, exit points, duration and pages visited, the information gathered is stored by the software and is only used by us for system administration and to provide statistics, which we use to evaluate use of the site. No personally identifiable information is processed in this context.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You are part of the MotoFest staff or volunteer team
- You have signed up for Club MotoFest



- You have signed up to take part in a MotoFest event
- You are a contractor working with us to deliver MotoFest events

A MotoFest event is any event delivered by Coventry MotoFest LTD.

How we use your information

We use the information that you have given us in order to:

- Contact you about team activities and tasks
- Contact you about Club MotoFest events and offers; this will only ever be our own marketing and we will not share your details with third parties
- Allow you access to Club MotoFest events/other events and validate your booking into such events
- Perform pre-contractual tasks or contractual obligations

Under 18s data

The only context in which MotoFest knowingly processes data for under 18 year olds is in specific cases of members of the volunteer/staff team who are between 16 and 18 years old.

The lawful basis for processing data for under 18s is by consent. We will process the data in the same manner for adult members of the MotoFest volunteer/staff team above with particular emphasis on right to erasure once the 16-18 year old becomes an adult.

Club MotoFest sign up is for over 18s only as stated on the sign up pages and via the age confirmation dialogue box at sign up.

Lawful Basis for Processing

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent.** You are able to remove your consent at any time. You can do this by contacting:
contact@coventrymotofest.com

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(b) We have a contractual obligation.

How we store your personal information

Your information is securely stored in one of the following places:

- Password protected OneDrive account with restricted access
- Password protected online portal with restricted access.
- Password protected devices.
- Paper copies of sign up sheets which are locked away in a filing cabinet.

We keep staff/volunteer information for the duration of the time the individual is actively involved in the MotoFest team or has consented for us to keep the data for the purpose of contacting them about future events.

Where we are legally obliged to keep data for example for HMRC processing purposes, we will do so until it is no longer required. We will then dispose your information by deleting any electronic data from any source and shredding any data kept on paper copies.

We keep Club MotoFest membership data for the duration of time the individual is a member of Club MotoFest. Once an individual unsubscribes from Club MotoFest, we will keep their details, and details for people who have signed up for MotoFest events for a period of 7 years to ensure any further processing is not necessary. We will then dispose your information by deleting any electronic data from any source and shredding any data kept on paper copies.

We keep contractor details until such time as the contractor requests that we remove them or if we notice while doing a periodic review that we have not used their services for the last 5 years. We will then dispose your information by deleting any electronic data from any source and shredding any data kept on paper copies.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You do not have the right to object to the processing of your personal information in certain circumstances but you do have the right to withdraw your consent to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.



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if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

contact@coventrymotofest.com

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You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Last reviewed: July 2023

Next review due: July 2024