

LEICESTERSHIRE AND RUTLAND LAND ROVER CLUB

DATA PROTECTION POLICY

This policy applies to the work of the Leicestershire and Rutland Land Rover Club Limited (LRLRC). The policy sets out the requirement that the LRLRC must gather personal data for membership purposes under the Companies Act 2006. (Under this Act it is a requirement that the name and address of former members is retained for ten years after they cease to be a member).

1. The policy details how personal data will be stored and managed in line with data protection principles and the General Data Protection Regulation (GDPR). The policy is reviewed on an ongoing basis by the LRLRC to ensure that the LRLRC is compliant under the regulations.
2. The LRLRC have determined that the lawful basis for holding and processing personal data on individual members is for legitimate interest for the purpose of administrating of the Club.
3. The LRLRC is the Data Controller with the contact being the current General Secretary. Full details are available via the current LRLRC Handbook and website.
4. The application forms used to request personal information will contain a privacy notice (detailed in this document); informing members as to why the information is being requested and what the information will be used for. The LRLRC will seek to ensure that personal member information is not used inappropriately and to this end will appoint a Data Processor. This will be the current Membership Officer.
5. Appropriate use of information provided by members will include:
 - a. Communication with members about the LRLRC events and activities;
 - b. Sending members the LRLRC Members Handbook and the Association of Land Rover Clubs Members Handbook. ALRC being a third-party Data Processor who fully complies with the requirements under the Data Protection Regulations;
 - c. Communication with members about their membership and any specific issues associated with their membership of the LRLRC.
6. Members will be asked to provide information that is relevant for membership purposes which will include:
 - a. Name, postal address, email address, telephone number(s);
 - b. The LRLRC has a responsibility to ensure members information is kept up to date. Members will be asked to let the LRLRC know if any of their information changes.
7. The LRLRC is responsible for ensuring that the LRLRC remains compliant with data protection requirements and shall ensure that new members joining the LRLRC receive an induction into how data protection is managed within the LRLRC. The LRLRC will review what data is held; data protection and who has access to information on a regular basis.
8. The LRLRC has assessed that the data held on members is readily available from many sources and that therefore the harm that could be caused to any individual by loss or theft of the data held by the LRLRC is insignificant. The LRLRC have a responsibility to ensure that the data is both securely held and processed. In this consideration the following will apply:
 - a. Only grant access of personal data of members to those on the committee who need to communicate with members;
 - b. Using password protection on electronic devices that contain or access personal information.

PRIVACY POLICY

The following statement will be included on LRLRC membership application and renewal forms:

The Leicestershire and Rutland Land Rover Club has a legitimate interest in using the personal data you give on this form for the purpose of communicating with you on matters relating to the LRLRC and to pass this information to the Association of Land Rover Clubs (ALRC) of which you are an individual member by association of the LRLRC.

Your personal data will not be transferred to any other person or organisation and will be deleted from the LRLRC records in line with the Companies Act 2006. You have a right to request from the LRLRC access to and rectification of your personal data. If you feel that your personal data has been misused, you have a right to complain to the Information Commissioners Office. A copy of the full LRLRC Data Protection Privacy Policy is available on request.

Please tick box to confirm that you have read and understood the above Data Protection Privacy Policy and agree that your details will be kept on Computer Files and used only for Club business.

Failure to accept this Policy **WILL** result in your membership being revoked / withdrawn.

This policy was proposed and approved at the LRLRC committee meeting held on 14th March 2018.

First Issue Date: 14th March 2018

1st Review Date: