



## HIGHLAND MG OWNERS' CLUB DATA PRIVACY POLICY

### 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (<http://www.mghighland.co.uk/>) for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

### 2. Who are we?

2.1 We are The Highland MG Owners' Club. We can be contacted via the Secretary's address printed monthly in Enjoying MG (Area 0102) and [http://www.mghighland.co.uk/contact.htm#general\\_enquiries](http://www.mghighland.co.uk/contact.htm#general_enquiries).

### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address, car details, including those of other members in a Family membership.	Managing the Member's membership of the Club.	Performing the Club's obligations with the Member including others in a Family <sup>1</sup> membership. For the purposes of our legitimate interests in operating the Club.
Guest's name, address, telephone numbers, e-mail address, car details	Managing the Guest's participation in Club activities	For the purposes of our legitimate interests in encouraging participation in Club activities by prospective members, friends of members and guests from other MG clubs.
Photos and videos of Members and their cars.	To promote the Club by posting on the Club's website and social media pages (FaceBook), the Club newsletters and	Consent. We will seek new Members' consent on their membership application form. We will seek existing Members' consent separately by email or letter. Members may withdraw their

<sup>1</sup> 'Family' refers to 2 adults with the same contact details, one of whom will be designated as the lead member

	using in press releases including reports to Enjoying MG	consent at any time by contacting us via the website or by letter.
Photos and videos of Guests and their cars.	To promote the Club by posting on the Club's website and social media pages (FaceBook), the Club newsletters and using in press releases including reports to Enjoying MG	Consent. We will seek the Guest's consent on an event application form and the Guests may withdraw their consent at any time by contacting us via the website or by letter.
The Member's name, address and e-mail address	Contacting Members by means of newsletters and other updates on Club activities.	Consent. We will seek new Members' consent on their membership application form. We will seek existing Members' consent separately by email or letter. Members may withdraw their consent at any time by contacting us via the website or by letter to tell us that they no longer consent to receiving Club newsletters and other updates.

#### 4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### 5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we

disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

## **6. How long do we keep your information?**

6.1 Club Members - We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to be able to comply with future legal obligations eg compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 Guests – We will hold your personal data on our systems for as long as you are a Guest at the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to be able to comply with future legal obligations eg compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.3 We securely destroy all financial information once we have used it and no longer need it.

## **7. Your rights**

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/> or 0303 123 1113 or Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF.

Please address any questions, comments and requests regarding our data processing practices to our Data Protection Lead either via the Secretary or [http://www.mghighland.co.uk/contact.htm#general\\_enquiries](http://www.mghighland.co.uk/contact.htm#general_enquiries).