

SOUTHERN CLASSICS SOCIETY

PRIVACY POLICY



CONTEXT DETAILS

This Privacy Policy was created in response to GDPR which came into effect on 25th May 2018.

This policy was approved by the SCS Committee on 13/08/2018

This policy was presented to and accepted by the membership at the 2018 AGM on 21/10/2018.

This policy will be reviewed and amended if required on an annual basis, or in the event of a specific required change during the year and notified to members through the Newsletter.

DATA PROTECTION PRINCIPLES

Southern Classis Society is committed to processing data in accordance with its responsibilities under the GDPR. (EU General Data Protection Regulation)

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

PRIVACY POLICY

To meet the above responsibilities SCS will process your personal data in the following manner;

- a. As a 'membership organisation' we will request & hold personal data which allows us to manage your membership—this is limited to Name, Address, email (optional), telephone number (optional).
- b. By the action of becoming a member you agree to allow us to hold this data to be a member of the club—you can request we delete this data but will cease to be a member by this action. If you do not wish us to hold the optional data, then communication will be limited to membership renewal and hardcopy newsletter receipt by post.

- c. We will use this data to send you membership information (renewal notice, membership cards), the club newsletter (including a PDF link if you have provided an email) and if you have provided an email any urgent club activity information (such as meeting/event cancellations or changes).
- d. We will NOT provide your data to any 3rd party for marketing or any other reason.

SECURITY

- e. Your data will be kept on a password protected & encrypted database until you cease to be an active member (see below on data deletion).
- f. Paper records (the original membership request form/updated renewal form/event application forms) will be kept in a secure location by the appropriate committee member.
- g. Your data will only be used by members of the committee for purposes as described above and not shared with other members.

ARCHIVING & REMOVAL

- h. Your electronically held data will be deleted from our system 3 months after completion of the renewal cycle if you do not renew (typically this is the end of May when non-renewal concludes receipt of the Newsletter) —therefore your data will be retained for membership queries (and retention of membership number) until the end of August of the year following your membership expiry (membership expires on the 31st December). At this point we will not be able to reassign your old membership number should you re-join later.
- i. Where you have provided data on a form to support your inclusion in club events, such as Drive It Day, Social event bookings etc, the forms will be destroyed as confidential waste within 48 hours of the event completing.

UPDATES

- j. It is your responsibility to advise the Membership Secretary of any changes to the personal data we hold on you during the membership year.
- k. In December of each year we will send notification of renewal on a form detailing all data we hold on you. It is your responsibility to advise the Membership Secretary of any required updates prior to membership renewal.