

## Ariel Owners Motor Cycle Club

### GENERAL DATA PROTECTION REGULATIONS

#### **AOMCC Privacy Policy**

The General Data Protection Regulations came into force on the 25th May 2018 and the Ariel Owners Motor Cycle Club (the Club) is committed to operating within the new rules. The regulations require all organisations that handle personal data to review how they hold and use the data collected. If you want more information on GDPR, you can visit the official GDPR website here: <https://ico.org.uk/>.

Having undertaken a review, the Club has produced the following Privacy Policy, which you are encouraged to read. This Policy will be held on the AOMCC website (at <http://www.arielownersmcc.co.uk/documents/privacy-policy.pdf>).

#### **What personal data do we collect and why do we collect it?**

The Club holds and processes members' data only as necessary for the legitimate interests of the Club. This data is held for the purposes of running the Club such as keeping members informed of events and activities, distribution of the monthly Club magazine 'Cheval de Fer', event bookings and managing membership payments and renewals. Only the minimum amount of data needed will be held.

The Club also uses members' names and addresses for the recording of participants attending Club rallies and other events, for archive purposes relating to the history of the club and for postal correspondence and emails relating to the organisation of events.

Additionally, Club Officials and Officers' and Branch secretary contact details, in an agreed format, are printed in the magazine.

The club holds the following details for each member:-

- Member's Name, Postal address, Telephone numbers, e-mail address,
- Date of joining the club and record of membership renewals & payments
- Details of Ariel motor cycles owned by each member, where supplied.
- Rallies and Events attended
- Photo images

The Club does not retain any bank account or sort code details for the purposes of collecting membership subscriptions.

#### **How we protect your data**

Members' data is recorded in the membership database, which is stored in digital form on a computer. This computer and data files are password protected and held by the Membership Secretary.

Hard copy and written documents are also held by Club Executive Officers and Officers in a secure location, as appropriate.

The Club undertakes to hold all information securely and guard against any data breach. The Club will notify members immediately should it become aware of any data breach. If any data breach or unauthorised disclosure takes place, then members have a right to complain to the Information Commissioner, although we hope that they would take up any issues with an officer of the Club first.

## **Who we share your data with**

We will never sell your personal data to any external organisation.

Other than for purposes of magazine distribution, as indicated above, members' personal data is not shared with any person or organisation outside the Club.

Members' data is available within the Club to other members only by specific request from an identified member to an Officer of the Club

The data and information contained within the Club's Machine Register may not be shared outside the Club, nor used for any kind of commercial purpose.

Members must be aware that the Club's monthly magazine, Cheval de Fer, may contain personal data including images which may show machine registration numbers.

The Club's magazine also contains motor cycle-related advertising from companies, who pay the Club a fee to do so. These companies do not have access to members' data, and cannot directly target an individual member or members. Copies of the Club's publications may be circulated to FBHVC, other clubs and members of the public at motor cycle shows etc.

Data will be shared with the Club Executive Officers and Officers as required. Members' details may also be shared with Branch Secretaries who may wish to contact new members to make them aware of Club meetings/events in their local area.

## **How you can amend your data**

Personal details will be corrected or removed from the Club's records on written request from any member to the Membership Secretary.

If any member does not wish for specific personal data and/or data relating to the ownership of their motor cycle(s) to be published in the Cheval or to be shared with any other members, then the Club will honour that request.

You can appreciate that whilst you can ask for some of data that we hold about you, such as machine details, to be deleted, there is a minimum amount of data that we must hold if you are to remain a member of the Club.

## **How you can access your data**

Any member may request a copy of all data held by the Club relating to that member, free of charge, either in an electronic format, or by post. The Club will aim to respond within one calendar month.

If you wish to see the basic membership data we hold about you, you should contact the Membership Secretary on: [membership@arielownersmcc.co.uk](mailto:membership@arielownersmcc.co.uk)

## **How long is your data retained?**

Members' data will be retained throughout the period of their membership of the club. Thereafter it will be held on file and archived as part of the club's history, unless a member requests in writing to have it permanently deleted.

The fact that a member has owned a specific machine may be retained on the Club machine register. The information that an individual member (but not their address or other identifying data) won a specific award or trophy at an event may also be retained for the long-term.

## **What data is held on the Club website and Forum?**

The Club's website does not contain any membership data or personal details.

The Forum (<http://forum.arielownersmcc.co.uk/>) is a Club service and is an open forum that can be used by members and non-members.

The information you enter and share on the Forum is covered by the forum terms of use. The only mandatory elements include a uniquely identifiable username (which meets Forum requirements), a valid email address (not necessarily the same one as on your membership record) and your IP address (although we cannot decipher your exact personal location from this).

You have the option to notify the Club Website Manager that you are a Club member, which will enable you to gain access to the 'members only' Forum pages. Your status will be verified using the Club's membership database

The privacy policy for website and Forum use can be found here:

<http://www.arielownersmcc.co.uk/disclaimer.html>

More information on what personal data the forum holds is here:

<http://forum.arielownersmcc.co.uk/ucp.php?mode=privacy>

## **Disclaimer**

The Club may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on our website.

The AOMCC takes your privacy very seriously, and we hope you are reassured that we collect only such personal data as is necessary and that we handle it fairly and conscientiously. If, however, you are worried about us holding and processing your personal data please let us know by contacting the General Secretary at: [secretary@arielownersmcc.co.uk](mailto:secretary@arielownersmcc.co.uk) to discuss your concerns.

General Secretary, AOMCC