



Dorset Land Rover Club Ltd DATA PROTECTION & PRIVACY POLICY

Introduction

Dorset Land Rover Club Ltd (also referred to as “the Club”) holds and processes information about Committee Members, ordinary members and other data subjects, for commercial purposes. When handling such information, the Club, and all staff or others who process or use any personal information, must comply with the Data Protection Principles which are set out in the General Data Protection Regulation (GDPR or the Act). In summary these state that personal data shall:

1. be processed fairly and lawfully,
2. be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose,
3. be adequate, relevant and not excessive for the purpose,
4. be accurate and up-to-date,
5. not be kept for longer than necessary for the purpose,
6. be processed in accordance with the data subject's rights,
7. be kept safe from unauthorised processing, and accidental loss, damage or destruction,
8. not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data, except in specified circumstances.
9. exclude data held in publically accessible sources.

1. Legal basis for processing

Data will be processed by the Club on the following legal bases:

(a) Consent: the individual has given clear consent for us to process their personal data for the purpose of providing information on events and activities run by the Club for the benefit of its members, and for provision of the Club Magazine.

(b) Contract: the processing is necessary for membership contracts we administer on behalf of the members.

(c) Legal: the processing of data relating to staff members is necessary for maintenance of Companies House records.

2. Definitions

“**Staff**” and may include past, present and potential members of the committee (“committee members”).

“**Members**” may include past, present and potential ordinary members of the club.

“**Other data subjects**” and “**third parties**” may include contractors, suppliers, affiliated organisations such as ALRC, GLASS and MSA, contacts, referees, friends or family members.

“**Processing**” refers to any action involving personal information, including obtaining, viewing, copying, amending, adding, deleting, extracting, storing, disclosing or destroying information.

“**The Club**” means Dorset Land Rover Club Ltd

3. Notification of Data Held

The Club shall notify all staff and other relevant data subjects of the types of data held and processed by the Club concerning them, and the reasons for which it is processed. When processing for a new or different purpose is introduced the individuals affected by that change will be informed and the Appendix 1 will be amended.

4. Staff Responsibilities

All staff shall:

- ensure that all personal information which they provide to the Club in connection with their duties is accurate and up-to-date;
- inform the Club of any changes to information, for example, changes of address;
- check the information which the Club shall make available from time to time, in written or automated form, and inform the Club of any errors or, where appropriate, follow procedures for updating entries on computer forms. The Club shall not be held responsible for errors of which it has not been informed.

When Staff hold or process information about members, colleagues or other data subjects they should comply with GDPR guidelines.

Staff shall ensure that

- all personal information is kept securely;
- personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party. *Unauthorised disclosure may be a disciplinary matter, and may be considered gross misconduct.*

5. Rights to Access Information

Staff and members of the Club have the right to access any personal data that is being kept about them either on computer or in manual files. Any person may exercise this right by submitting a request in writing to the Chairman or Secretary.

Before proceeding with the subject access request the Club must verify the identity of the data subject making the request, in line with the Club's identity verification procedures.

The Club will not charge for Subject Access Requests. However, the Club may charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. The fee is likely to be based upon time spent calculated at £40.00 per hour.

The Club aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within one month. The Club may extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, the Club shall inform the data subject within one month of the receipt of the request and explain why the extension is necessary.

Where requests are manifestly unfounded or excessive, in particular because they are repetitive, the Club shall:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

Where the Club refuses to respond to a request, the Club shall explain why to the data subject, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

6. Right to be informed

As the Club's data is entirely obtained directly from the Club's Staff and members (the data subjects), the Club's data protection procedures and Privacy Statement provide the identity and contact details of the data controller and data protection officer. They also set out the purposes of processing and the Club's legitimate interests, and inform clients that their data may be passed on to legitimate 3rd parties such as for the process of application for financial products and services.

Members will be informed at the point of data collection that the failure on their part to provide full, complete and relevant information will impact upon the scope and quality of service provided, and by withholding data members may not be able to enjoy the full range of benefits offered.

7. The right to rectification

Should a member inform the Club that their data is inaccurate the Club shall undertake to amend the data and confirm with the member that it accords with their understanding within one month. This may be extended by two months where the request for rectification is complex.

Where the Club does not take action in response to a request for rectification, the Club shall explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy.

8. The right to erasure (“the right to be forgotten”)

Where a member requests that their data should be erased it will be necessary to identify which data can be erased and how this will impact on access to the range of services available to the member. Once the Club has identified this it will be confirmed to the member in writing.

Where data is held to comply with legal purposes, such as reporting to HMRC and Companies House, such requests will be declined.

Erase requests must be completed within one month. This can be extended by two months where the request is complex or the Club receives a number of requests. The Club shall inform the individual within one month of the receipt of the request and explain why the extension is necessary.

Where the Club is not taking action in response to a request, the Club shall explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

9. The right to data portability

Where a Data Subject requests that data be transferred to another Processor this will be provided in a machine readable form (e.g. CSV). Such requests must be completed within one month. This can be extended by two months where the request is complex or the Club receives a number of requests. The Club shall inform the individual within one month of the receipt of the request and explain why the extension is necessary.

If the personal data concerns more than one individual, the Club shall consider whether providing the information would prejudice the rights of any other individual.

Where the Club is not taking action in response to a request, the Club shall explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

10. The right to object:

All members will be explicitly informed of their right to object “at the point of first communication” (usually the first meeting) and in the Club’s Privacy Notice.

Where a Data Subject objects to processing their data based on legitimate interests of the performance of the task in the exercise of official authority, this potentially conflicts with the Club’s legal duties and they must be informed of this.

Should a member object to direct marketing by the Club then the Club must immediately cease all forms of direct marketing communication. The Club’s database must be updated to reflect this and all Staff made aware of the objection.

11. Rights to automated decision and profiling

None of the data that the Club collects and processes is automatically profiled or decisions made on an automated basis.

12. Subject Consent

In some cases, such as the handling of sensitive information, the Club is entitled to process personal data only with the consent of the individual.

13. Sensitive Information

The Club may process sensitive information about a person's health, disabilities, criminal convictions, or financial information.

The Club may also ask for information about particular health needs, such as allergies to particular forms of medication, or conditions such as asthma or diabetes. The Club will only use such information to protect the health and safety of the individual, for example, in the event of a medical emergency.

14. The Data Controller and the Designated Data Controllers

The Club is the data controller under the Act, and the Chairman is ultimately responsible for implementation and Compliance. The Designated Data Controller is the Club Secretary. Information and advice about the holding and processing of personal information is available from the Directors.

15. Third-party Data Processors

Where member data is provided to third-parties or input onto their systems the Club will maintain an up to date written contract and retain a copy of their Data Protection policy.

16. Retention of Data


The Club will keep different types of information for differing lengths of time, depending on legal and operational requirements. Data collected for the historic or archive purposes will be held indefinitely.

17. Compliance

Compliance with the Act is the responsibility of all members of staff. Any deliberate or reckless breach of this Policy may lead to disciplinary, and where appropriate, legal proceedings.

Any individual, who considers that the policy has not been followed in respect of personal data about him- or herself, should raise the matter with the Designated Data Controller initially. If the matter is not resolved it should be referred to the staff grievance procedure.

Policy approved by

Signature	
Date	23 March 2018
Print Name	Roger Pardy, DLRC Chairman

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