



## **Wessex MG Club**

### **Data Protection Policy**

In order to protect the personal data given by members, Wessex MG Club (WMGC) follows this Policy on the collection and use of members' data.

When a person joins the WMGC, we request the following data (information) on a membership form:

- Name(s)
- Address
- Telephone number(s)
- Email address(s)
- Photograph
- Car Details (make, model, year of manufacture & colour)

Members need only give their name. Other information is optional.

Members will be asked to tick a box on the form if they consent or otherwise to their information being used for the purposes detailed in this Policy. Members will be emailed a copy of the Data Protection Policy or given a paper copy.

If consent is given, it will be deemed to continue until the member requests information not to be used or to be deleted. Providing consent is given, members will be included on the WMGC emailing list for all club notices and related club information. Should consent not be given, no notices or related club information will be emailed. In certain circumstances a member may be contacted by telephone or post, if consent is given, at the discretion of the club Chairman.

Only one membership form needs to be completed. In subsequent years, if a club subscription is paid, it will be deemed as renewing membership and continued agreement to the WMGC data protection policy. Only in cases where members wish to update their details will it be necessary to complete a new form.

The information given on the WMGC application form will be shared with all club members by way of a WMGC Members Directory and Members Register unless consent is not given by a member:

Members shall be notified immediately if their information has been accessed illegally.

WMGC will remove all or part of the information held at the request of the member.

The information will not be released to any other person or organizations without the permission of the member concerned. The committee will always contact the member first for permission to pass on contact details.

The information will only be used to:

- Record the membership of the WMGC.
- Record who have requested to be on the WMGC mailing list.
- Contact members about WMGC events or provide information relevant to the Group's activities.

Policy agreed at WMGC EGM 25/06/2018.