



THE M&D AND EAST KENT BUS CLUB

2 GAIGER CLOSE, CHELMSFORD, ESSEX CM1 6UR

YOUR PERSONAL INFORMATION : OUR PRIVACY POLICY

Background

On 25th May 2018 a new data protection law comes into force in the UK to comply with the requirements of the European Union's General Data Protection Regulation. This new law will replace the UK's Data Protection Act 1998 and provide private individuals with stronger levels of protection when their personal details are held by third party organisations. It will also give individuals additional rights relating to any Personal Data that organisations hold about them.

The M&D and East Kent Bus Club ("the Club") holds information about its members, past and present, and so is required to comply with the new data protection requirements.

What is Personal Data?

Personal Data is any information that can be used to identify a living individual person. It includes such things as names, addresses, dates of birth, etc. and covers information held in any form, including electronically and on paper.

What Personal Data does the Club hold about you?

We hold the Personal Data that you provided to us when joining the Club together with any updates (such as changes of address) that you have given to us since then. This information includes some or all of the following :

- Your name and address,
- Your email address and telephone number(s),
- Your age or date of birth,
- Your subscription information, and
- Details relating to your Club Credit Account if you have one.

Your current or former membership of the Club forms the legal basis upon which we hold this information.

What do we do with your Personal Data?

The data we hold about you is ONLY used in connection with your membership of the Club. We will use it to provide you with our regular monthly magazine, *Invicta* and Club circulars (such as information about our Club tours, for example). We also provide membership information to our local Area Organisers so they may contact you direct with details of Club meetings taking place in your locale.

We do not use your Personal Data for any purpose that is not related to your membership of the Club. It is only seen and used by formally-appointed Management Committee members and Club Officers.



How do we hold your Personal Data?

We hold data in both written and electronic form. In the case of electronic methods, we will use spreadsheet computer files (like Microsoft Excel) or word processor software (such as Microsoft Word). These are held securely in an online file hosting service. Where data needs to be transferred to Club officials, the data will be password protected and the officials to whom the data is being sent will be provided with the relevant password under separate cover.

We will not share your Personal Data with any other organisation unless we are legally obliged to do so by law or an appropriately authorised regulatory or statutory body.

How long do we hold your Personal Data for?

We will hold your data for as long as you remain a member of the Club. We make certain membership anniversary awards, some of which do not require membership to be continuous and unbroken in order for a member to qualify. In light of this we will continue to hold your Personal Data after your membership ceases to allow for the fact that you may rejoin at a later date. If you do cease your membership and you wish us to destroy at that point any Personal Data we hold for you then you must tell us. In requesting the Club to take this action you acknowledge and recognise that you will forfeit your entitlement to any membership anniversary award that is calculated on a cumulative basis.

Your Rights over the Personal Data we hold

You have the right to see what Personal Data we hold about you (known as a "Subject Access Request") and to have any errors in that data corrected. The Club is legally obliged to provide the information to you free of charge unless your request is manifestly unfounded or excessive, in which case the Club may charge a fee.

In certain circumstances you also have the right to request that your data be deleted ("the right to be forgotten") or to request the processing of your data be restricted or suppressed.

Protecting your Personal Data

The Club has a range of security measures to keep your Personal Data safe and secure. These include (but are not limited to) use of security passwords and encryption devices, limiting access only to authorised persons within the Club's management and holding information within a secure systems environment. The Club does not hold or process any of your Personal Data on public computer networks or devices nor is it held on or made available through the internet (the "World Wide Web").

All appropriately appointed and authorised Club officials are required to adhere to the Club's Data Protection and Information Security Policy.

Updates to the Club's Privacy Policy

The Club will regularly review its Privacy Policy and make changes to it where needed. Where amendments are made, the Club will provide you with an updated version.

Questions and Enquiries

To obtain further information about the Club's Privacy Policy or to make a Subject Access Request, please write to the Data Protection Officer at the address shown on this notice or by e-mail to mdekbclub@gmail.com.