



SMGEC DATA PRIVACY POLICY

1. About this Policy

- 1.1. This policy explains when and why we, the Stafford MG Enthusiasts Club (SMGEC), collect personal information about our members, how we use it, how we keep it secure and your rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://smgec.org.uk/SMGECprivacy.pdf> regularly for any amendments (but amendments will not be made retrospectively).
- 1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.org.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
- 1.5. This policy is effective from 8th March, 2018.

2. Who are we?

- 2.1. We are the Stafford MG Enthusiasts Club (SMGEC). We can be contacted by e-mail at webmaster@smgec.org.uk, or by using any of the other details listed on the Contacts page of our website, <http://smgec.org.uk/contacts.shtml>.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, e-mail address(es), telephone number(s),	<p>Managing the Member's membership of the club.</p> <p>Inclusion of Member's name in the Club Directory in the Members' Area of the Club website.</p> <p>Inclusion of address, email address(es), telephone number(s) in the Club Directory in the Members' Area of the Club website</p>	<p>Performing SMGEC's contract with the Member.</p> <p>For the purposes of our legitimate interests in operating the Club and providing a list of current members.</p> <p>Consent. A Member may update their own details and the visibility of them via the Club website. Any update to a Member's record is stamped with the date and time of update and the login ID used. Alternatively, a Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish these details to appear in the Club Directory.</p>

Type of information	Purposes	Legal basis of processing
Make, model, registration no., registration year and colour of Member's car(s)	<p>Inclusion in the register of Members' cars</p> <p>Inclusion in the "Cars List" in the Members' Area of the website</p>	<p>For the purposes of our legitimate interests in monitoring compliance with membership conditions.</p> <p>Consent. These details can be removed at any time by the member resetting the relevant flag in the "My Profile" page on the website, or by contacting us by email or letter.</p>
Photographs of the Member and/or their car(s)	Inclusion in the Club Directory and Cars List in the Members' Area of the Club website and (optionally) in the "Members Cars" gallery on the public side of the website..	Consent. These photographs are uploaded by the member, and in doing so, they will confirm consent. Inclusion in the "Members Cars" section on the public area of the website can be managed by the member by setting the relevant overall flag in the "My Profile" page on the website, or setting the flag on a car-by-car basis in the "Update Car Details" page of the website. These photos can also be removed at any time by the member, or the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Photographs of the Member and/or their car(s), plus descriptive comment that may include the Member's name	Putting on the Club's website, in the Club's Overdrive magazine, on social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and the Member may withdraw their consent at any time by updating the relevant flags in the "My Profile" page of the website or contacting us by e-mail or letter. Where photographs have been used in printed material (including electronic copies of Overdrive kept as archive copies), it will not be possible to withdraw these photographs. Also, SMGEC cannot stop club members or members of the public taking photographs / videos at Club events, so take no responsibility for photos, videos and associated details that appear in the public domain, or in the Members Pictures area of the website.
Web server log entries, which may contain information relating to login ID, internet protocol (IP) addresses, browser type, internet service provider (ISP), visited/referring/exit pages, platform type and date/time stamp.	Administration of the website.	For the purposes of our Legitimate Interests in providing secure access to the Members Area of our website for the benefit of our Members.

4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the EEA without your consent.
- 4.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure. When entering data directly to our website, this is encrypted using an SSL certificate.
- 4.4. We will notify you promptly as soon as we become aware of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to host our website). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.
- 5.3. We may also pass your data on to third parties where this is necessary to secure bookings for you on an event (e.g. to a car show organiser or hotel).
- 5.4. Where you have agreed to receive reimbursement of expenses via bank transfer, we will provide your bank details to the Club's bank to enable that transfer of funds to take place.

6. How long do we keep your information?

- 6.1. We will hold your personal data on our systems for as long as you are a member of the Club. Once you cease to be a member of the Club, the following terms will apply:
 - 6.1.1. Your details will be removed from the Club Directory available to other Club Members.
 - 6.1.2. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data and delete it, except that we will retain such of your personal data in an archived form in order to be able to comply with future legal obligations and the establishment exercise or defence of legal claims.
 - 6.1.3. Once we no longer need to retain your data under the provisions of clause 6.1.2, we will delete all of your personal data with the exception of your name and date of leaving, which will be retained to ensure the data integrity of our archive systems (e.g. the recording of historical event participation).
 - 6.1.4. Any photographs of you or your cars which are directly linked to your identity will be deleted, but general photographs taken at Club events on which you may appear will not be removed, as these form part of the Club's history archive.
 - 6.1.5. Likewise, any photographs that you have uploaded to the Members Picture Gallery on the Club Website are considered to be part of the Club's history archive and will not be deleted.
 - 6.1.6. If circumstances require it, we will delete your data at your request, subject to the limitations listed in the above clauses.
- 6.2. Web server log files are deleted in accordance with the retention and deletion policies of our hosting supplier.

7. Use of 'cookies'

- 7.1. The SMGEC website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They can collect statistical data about your browsing actions and patterns and do not identify you as an individual.
- 7.2. No cookies are used in the publicly accessible areas of the website.
- 7.3. Members may obtain more information on the use of cookies in the Members Area of the website by viewing our full Cookie Policy at: <https://smgec.org.uk/members/cookies.php>

8. Your rights

8.1. You have rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another business in certain circumstances.

8.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>
Telephone 0303 123 1113.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Webmaster at webmaster@smgec.org.uk .