



## **Gloucestershire MG Owners Club Data Protection Policy**

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

When a person joins GMGOC, we request the following information on a membership form

Name  
Address  
Telephone number  
Email address  
Car Details including Registration

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 data being used for the purposes detailed in this Policy. Members will be emailed a copy of the Data Protection Policy (or Privacy Notice) or given a paper copy.

If consent is given it will be deemed to continue until the member requests data not to be used or to be deleted. If consent is given members will be included on the GMGOC emailing list for all notices. If consent is not given no notices will be emailed. In certain circumstances a member may be contacted by telephone or post, if consent is given, at the discretion of the secretary.

Only one membership form needs to be completed. In subsequent years, if a subscription is paid it will be deemed as renewing membership. Only in cases where members wish to update their details will it be necessary to complete a new form.

The information will be held by the committee. We will notify members immediately if their data has been accessed illegally.

GMGOC 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 without the permission of the member concerned. SHG will always contact the member first for permission to pass on contact details.

The information will be used to:

- Record the paid up members belonging to GMGOC.
- Record all people who have requested to be on the GMGOC mailing list.
- Contact members about GMGOC events or information relevant to the Group's activities.

Notices sent out via email will normally be sent out BCC (Blind Carbon Copy) so that other recipients cannot see everyone's email details.

Policy agreed at GMGOC AGM May 2018.