



Adopted 25<sup>th</sup> March 2018

## **Data: Fair Processing, Privacy and Data Security Policy and Procedure**

This document outlines the principles and procedures by which the Triumph Razoredge Owners' Club (TROC) holds and uses data. The data holding is managed and overseen by the Membership Secretary, who also serves as Data Protection Officer for the Club. The Club is a Data Controller registered with the Information Commissioner's Office (ICO).

### **1. PRIVACY NOTICE for the Triumph Razoredge Owners' Club - Data Protection Act 1998 and General Data Protection Regulation 2018**

We collect information from you through the Membership Application/Renewal Form and may receive information about you or your car from other members or sources.

#### **2. How we use your personal information**

We hold this personal data and use it to:

- Provide you with a bi-monthly newsletter ('Globe' magazine) and other communications
- Be able to supply spare parts or other items if you order them
- Manage the Club's membership records
- Maintain a history of the cars and other information relating to them.

This information includes your name and contact details including address, telephone and email (if supplied), and details of your car. If you are under 18 we also require your date of birth so that we can comply with relevant legislation for the protection of minors.

We are required to keep this information up-to-date and accurate, and for this reason we ask that **you notify us promptly of any changes to the details you have given us.**

#### **3. Sharing your information**

We will not share any of the personal information you give us without your consent.

On the Membership Application/Renewal Form, we ask whether you will allow us to share your contact information with other Club members; however, even if you consent to this, we will normally contact you before sharing any data. (If any member's details are passed on with their consent, to any other person, we would expect them to respect this confidence.)

Through the Club Newsletter with your consent we will share your name, car registration data and your general area of residence (county or city); or if you do not give consent, we will not publish those details.



We will not share your details with commercial organisations for advertising or similar purpose.

#### **4. Information retained after you have left the Club**

Part of our purpose is to maintain as complete a history of the cars as we can, and we shall normally retain information about you, your contact details and events involving your car, after you have left the Club.

You can ask that we remove all personal information about you when you leave the Club, and we shall then delete that information. To request this please contact the Membership Secretary to let us know which information you do not want to be retained.

#### **5. How we keep your information safe**

TROC keeps information about you on computer systems and also sometimes on paper. Officers of the Club who will need access to the data will be the Membership Secretary, Treasurer, Editor, Spares and Technical Officers, Historian and occasionally other members of the Committee for specific purposes relating to the Club's activities, for example the Rally or AGM.

The data held on computer is password-protected and securely backed-up. Files may be sent from one committee member to another as email attachments. Paper records are held only as long as the current need requires, and are securely disposed of by shredding.

If you need more information about how TROC uses your information, or wish to see a copy of your information, please contact the Membership Secretary or the Chairman.

You can also visit the TROC website to see this document about how we use and store your information. Please go to: <http://www.TROCltd.com> and visit the **Club Notices** tab.