



## **Guidance on Data Protection & Membership Data**

### **Introduction**

The protection of personal data is a growing concern to many people and as a responsible membership Organisation we have a duty to ensure that our members' personal data is handled in a responsible and legal way. In this we are governed by the General Data Protection Regulation (GDPR) of 2018.

As someone with any form of official role within the Ford Cortina MkII Owners Club – from Director to Member – you must abide by the data protection principles set out in the Act and by the Club's guidance, set out below.

### **Guidance**

- Membership data is only to be used for the legitimate purposes of the Ford Cortina MkII Owners Club.
- Membership data must never be passed to anyone outside the Club, other than with the prior agreement of the Club Data Controller.
- The GDPR should not be used as an excuse for not sharing information within the Club. Membership data may be shared with appropriate other members in support of the Club's legitimate purposes (for example, to assist in organising an event) but the members sharing the information must make sure the recipient understands their responsibilities for that data. Only the data required for the purpose should be supplied.
- Members sharing data are to keep a record of those to whom they have supplied data and for what purpose.
- Data must not be kept longer than is required for the task it was needed for to reduce the risk of data loss and to reduce the use of outdated information.
- Members should assist the Club Membership Officer in maintaining the accuracy of data by informing him promptly of any data changes.
- Members may at any time request to see the data held on them by contacting the Club Membership Secretary.
- Members may also request to have all data held on them destroyed. However, in this instance they will not be able to receive The Indicator or any Club related communication.

### legitimate purposes means:

- ❖ Managing the membership of new and existing members.
- ❖ Organising Club events.
- ❖ Retailing items and services to Club members.
- ❖ The management of relevant internal elections.
- ❖ Staff administration.
- ❖ Advertising, marketing and public relations.
- ❖ Accounts and records.
- ❖ Maintaining the historical records of the cars which the Club covers.

### appropriate other members means:

- ❖ Directors of the Club.
- ❖ Regional officers of the Club.
- ❖ Any Club member requiring access in support of one of the Club's legitimate purposes, e.g. organising an event.

### responsibilities means:

- ❖ The information should be kept safe and secure. Lost data, especially on mobile devices such as phones, tablets or laptops, should be reported immediately to the Company Secretary.
- ❖ Any amendments, corrections, additions etc. should be notified to the Club Membership Secretary.
- ❖ Only up-to-date data should be used.

### **Penalties for misuse**

The Ford Cortina MkII Owners Club will treat any misuse of data (e.g. using it for other than legitimate Club purposes) seriously with the following sanctions being applied:

- ❖ In the first instance, the responsible individual will be issued with an official written warning.
- ❖ In the second instance, the responsible individual will be barred from having access to membership information for five years.
- ❖ In the third instance, the responsible individual will be permanently barred from having access to membership information.

Gross misconduct, which includes any action that breaks the law, for example passing the information to a third party outside the Club, may be treated as bringing the Club into disrepute and may lead to expulsion from the Club.