



Land Rover Series I, II, III Club

Data Protection Policy

How we obtain your personal data

Information provided by you

You provide us with personal data either on your application form, renewal form, via an online application or renewal, by email communication or over the telephone (we do not record telephone conversations). We may also keep information contained in any correspondence you may have with us by post. This includes:

- Name
- Address
- Email address
- Mobile and/or landline telephone number
- Vehicle details including registration number

We record this information in a computer database and use this information in order to manage and administer your membership whilst you remain a member of the Club. Please also see the 'How long do we keep this information about you?' section.

How we use your personal data

We use your personal data to manage and administer your membership. This includes the collection of payments and verifying your identity when you contact us to discuss your membership. We undertake at all times to protect your personal data, including any financial interactions, in a manner which is consistent with the requirements of Data Protection and all associated legislation. We will also take all reasonable security measures to protect your personal data in storage.

A key component of your membership and the services we offer is the delivery by e-mail a newsletter twice a year. At some future stage it is anticipated that a club magazine would be distributed by post. Holding your name and address is therefore essential. Your personal details will be used to communicate with you for the purposes of managing your membership (e.g. renewal notification).

All members of the Club, and whether resident in the United Kingdom, European Economic Area or the Rest of the World will have their personal data managed and administered in the same way in accordance with this policy and in line with UK data protection legislation.

Do we use your personal data for marketing purposes?

Any information that you choose to give us will NOT be used for marketing purposes by us. We will hold your personal data only for the purposes of administering and managing your membership.

Sharing information

We will keep information about you confidential and sharing of your personal information will only be those detailed below.

Sharing of personal data internally:

From time to time we may share your personal information within the Club, but will only with those detailed below:

- Membership Secretary – for the purposes of administering and renewing Club membership subscriptions and provide members with services and benefits. We also use members' information when members enter Club events. For events we may publish information in a periodic newsletter and/or in a potential future Club magazine.
- Treasurer - for the purposes of accounting and financial regulation.
- Committee members and Area Representatives have access to your data for the purposes of arranging and co-ordinating local meetings, events and activities together with related necessary communications. **Note: It is possible for a Club Member to opt out of sharing their data with their Area Representative in Crossmember, thus making them invisible. This option can be found under Subscription Preferences. Contact the Membership Secretary if you require assistance with this.**
- In relation to our National Club Rally with event organisers only – for the purposes of verifying your membership and ensuring accurate recording of information.

Sharing of personal data externally:

We will only share your personal details outside the Club in order for you to be able to receive the benefits of Club membership. These are detailed below:

- Crossmember is an automated Club membership and management system specifically aimed at car clubs. They provide a service to us in order to deliver Club benefits making use of their secure data portal and on the understanding that they keep the information in line with their own Privacy Policy.
- Mailchimp is a global email and marketing automations platform used by the Club. They provide a service to us in order to deliver Club members e-mail notification and distribution of Club messages, making use of their secure data portal and on the understanding that they keep the information in line with their own Privacy Policy.

How long do we keep this information about you?

We keep your information for a maximum of 1 year from the time your membership expires. This is retained to enable verification of yourself as a previous member should you wish to re-join the Club after a period of your membership being lapsed. Some of the information you have provided will need to be retained for longer to meet legal, statutory and regulatory obligations. A periodic review of the personal information held will be undertaken and information which is no longer required for the above reasons will be disposed of securely.

Data subject rights

Subject access requests

You have the right to ask for all the information we have about you, the services you receive from us. When we receive a request from you, we must give you access to everything we've recorded about you, formal response shall include the following:

- details of the personal data we hold about you.
- sources from which we acquired the information.
- the purposes for processing the information; and
- persons or entities with whom we are sharing the information.

Ask for inaccurate information to be corrected

You have the right to obtain from us, without undue delay, the rectification of inaccurate personal data we hold about you.

You can ask us to delete information

In some circumstances you can ask for your personal information to be deleted, for example:

- Where your personal information is no longer needed for the reason why it was collected in the first place.
- Where you have removed your consent for us to use your information.
- Where there is no legal reason for the use of your information.
- Where deleting the information is a legal requirement.

Please note that we can't delete your information where:

- We're required to have it by law.
- It is for scientific or historical research, or statistical purposes where it would make information unusable.
- It is necessary for legal claims.

Where data has been shared

We shall communicate any rectification or erasure of personal data or restriction of processing as described above to each recipient to whom the personal data has been disclosed.

Right to data portability

You have the right to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit this data to another controller, without hindrance from us.

Right to object

You shall have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you, including any personal profiling; unless this relates to processing that is necessary for the performance of a task carried out in the public interest or an exercise of official authority vested in us. We shall no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of you, the data subject, or for the establishment, exercise or defence of legal claims.

Right to not be subject to decisions based solely on automated processing

We do not carry out any automated processing, which may lead to an automated decision based on your personal data.

Who to contact

If you would like to contact the club about any of the above, please e-mail
Membership@series123club.co.uk

Accuracy of information

In order to provide the highest level of membership support, we need to keep accurate personal data about you. Please help us with this by keeping us informed of any changes when they occur.

Important information

If you have any questions or queries which are not answered by this policy or have any potential concerns about how we may use the personal data we hold, please e-mail:
Membership@series123club.co.uk

Policy changes

This policy is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right, at all times, to update, modify or amend this Policy. We suggest that you review this policy from time to time to ensure you are aware of any changes we may have made, however, we will not significantly change how we use information you have already given to us without your prior agreement.

If you have a complaint

If you have a complaint regarding the use of your personal data then please contact us by e-mail: Membership@series123club.co.uk and we will do our best to help you.