

## **Model T Ford Register of Great Britain – Data Privacy Policy** (April 2018)

### Introduction

This policy sets out how the Register complies with GDPR legislation while achieving its lawful purposes, as defined in its Articles of Association, Section 3 - Objects.

In summary, the Objects are to record the whereabouts and other information relating to Ford vehicles made before 1928, to assist with spare parts supply, and to promote meetings, tours and other events for its members.

### Data Collected

We collect members' (and spouses'/partners') names, addresses, email addresses, phone numbers and Model T (and earlier) vehicle details when a member joins the Register, and we update the information at annual membership renewal. The Secretary, who is the Register's Data Controller, collects and holds the information.

We collect data relating to UK-registered pre-1928 Fords.

We collect photographs of members, vehicles and passengers in support of Register activities.

### Data Processors

These are the Magazine Editor, Spares Registrar, Archivist, Registrar of Vehicles, Website/Facebook officer, and the Event Coordinator and Organisers

### Data use

We use data to send to each member by post -

- The Register's quarterly magazine
- Notices of General Meetings
- Membership renewal forms

We use vehicle and ownership history data to help members resolve UK vehicle registration matters.

We occasionally send members (every 2-4 years) a printed list of current Register members and their details.

The Archivist keeps copies of old printed Register records in support of the Objects.

Where it is helpful, we supply relevant members' details to members who organise tours or other events.

We reproduce photographs submitted by members in the magazine or on the website or social media, and we may store them in the Archive.

Committee Members (Directors) make limited use of Register data as required for them to perform their roles.

### Data Storage and Retention

The Data Controller holds current records in electronic form on a Personal Computer. Records relating to those who are no longer members are deleted from this file after 2 years. Older records are stored in paper form.

The Spares Registrar sells parts only to Register members and is therefore provided with the current membership list as an electronic file. Spares order details, including names and addresses, but not bank or credit card details, are stored on a personal computer. Details are deleted after six years.

The Registrar of Vehicles' historic records are predominantly on paper. However, communications with owners and the DVLA etc are now usually undertaken by email or equivalent, and recent information is stored on a Personal Computer.

The Register Archives include historic data and photographs relating to members and vehicles in printed form, and recent or scanned photographs as digital files. We often use Archive material for our magazine articles.

Data Processors periodically back up data on stand-alone storage devices.

If the Register were to close, current members would be consulted regarding transfer or disposal of Register data.

#### What we DON'T do

We do not give or sell data to any other organisation, company or club etc. and would not do so without specific permission from each member concerned.

We do not pass members' details to other individuals without specific permission from each member concerned.

We do not store members' credit or debit card information

We do not make multiple email addresses visible on emails sent.

We do not make members' details visible or accessible on the Register website or Social Media.

#### Consent

We inform members of this policy, and ask them to sign to indicate consent to their details being held and used as described, on joining the Register and at each annual renewal. Members may withdraw consent to all or part of their details, but the service they receive may then be impaired.

#### Subject Access

We will provide to any member who formally asks the Secretary, the information held about him/her, within one calendar month, free of charge.

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