

The Pre-War Austin Seven Club Ltd (PWA7C)

GENERAL DATA PROTECTION REGULATIONS (GDPR)

The PWA7C does not have to register with the Information Commissioner's Office (ICO) - this has been checked via the ICO website's 'Registration Self-Assessment' tool. However, we are advised by the ICO that we should "continue to adhere to the principles of the Data Protection Act (DPA)" and use best practice for managing information. Therefore we have worked through the required 12 steps and prepared for the GDPR as follows:

1. The Committee of the PWA7C (as the decision-makers) are aware of the fact that we do not need to register with the ICO but are aware of the change in the law and that the Group will adhere to the principles of the DPA and use best practice.
2. The personal data we hold on members is: First name Surname Joint members name (if applicable) Address Telephone number(s) E-mail address Details of Austin Sevens owned. The latter is voluntary. All data comes directly and solely from individual members. We use this information to communicate with you or to respond to your enquiries in accordance with the options selected. Your personal details are used only to send the PWA7C and the Association magazine to you and for communications from the Club or Group Secretaries to keep you up-to-date with events and other relevant news. No data is given to any other member or third party other than the Austin Seven Clubs Association.
3. We have produced a Privacy Policy - this is available on the website or from the Membership Secretary.
4. Members have a right of access to personal data held about them and to request a copy of that information. They also have the right to require us to correct any inaccuracies in that information. To obtain a copy of the personal data or to require a correction, please contact the Membership Secretary.
5. Members may have their personal data deleted by the Membership Secretary on request. When an individual ceases to be a member their data will be deleted as a matter of course.
6. The PWA7C processing activity is solely concerned with the administration of membership records and communication with members - it only obtains, records, stores and updates it (all electronically except for original joining and renewal forms), it is solely responsible for how the data is processed, and it is only processed for recreational reasons - no sharing with any third party other than the Austin Seven Clubs Association takes place.
7. Membership application and renewal forms must be signed and dated and the section stating that the applicant/member gives their consent to their data being stored, accessed and deleted (according to the PWA7C current published Privacy Policy) must be completed.
8. The PWA7C does not accept members below the age of 16. Anyone under the age of 16 is welcome to attend meetings and events provided they are accompanied by a parent, guardian or responsible adult.
9. Any suspected data breach must be reported to the Membership Secretary as soon as practicable.

10. A Privacy Impact Assessment will be undertaken by the PWA7C should it decide to change its membership records system or seek to obtain additional personal data from members for whatever reason.

11. The Membership Secretary is the person responsible for data protection compliance. The PWA7C is not required to appoint a Data Protection Officer.

12. The PWA7C does not carry out cross-border processing.

Dated 1 December 2020