



### **Data Protection**

By becoming a member of HWC you give your consent to the club to retain sufficient personal data to enable them to inform you of any changes to any meetings or events. You also consent to the use, of any digital images or videos taken by the organisers or their agents. These may be used for the purpose of publicity on the website, social media account and in the local media.

HWC will not share, sell or otherwise exchange your personal information with any other parties.

Your personal data will be retained for a period not exceeding three years from the date of terminating your membership, after which your personal information will be permanently deleted from our database. You can request that your personal data is removed at any time by emailing "Remove Data" to [membership@historicwheelsclub.org](mailto:membership@historicwheelsclub.org). Your request will be actioned within 10 working days. The earliest date that your data will be removed is 10 working days after your membership is terminated.

### **Legitimately Retained Data**

HWC consider it has the right to retain data of "Historic Social Value". It may therefore retain images, videos and names of winning participants indefinitely. You may ask the committee to consider the removal of specific items by e-mailing [membership@historicwheelsclub.org](mailto:membership@historicwheelsclub.org) with details of the items to be considered for removal. For full details of our privacy and data retention policy see below.

The HWC committee will appoint a named member of the group to be responsible for ensuring compliance with GDPR. This individual will be elected at the Annual General Meeting and recorded in the minutes thereof. They will be responsible for maintaining this policy statement in accordance with any future guidance or changes to the Regulation. They will also advise the Committee of their roles and responsibilities to ensure that any personal data held is adequately safeguarded from accidental loss or unauthorised access.

### **Personal Data**

The scope of personal data to be retained will be limited to basic contact details: i.e. Name, Postal Address, Telephone Number(s) and E-Mail Address. The Committee may also retain digital images and videos taken at events, by the organisers or their agents, for use on the clubs website and Social Media page for promotional purposes. HWC will not obtain or retain any sensitive personal data (e.g. race, religion or gender). Other data retained will also include the Names and contact details of committee members, the names, contact details and other information required to undertake normal business with sponsors, advertisers and suppliers.

### **Data Storage**

The majority of personal data held relates to members this will be recorded on a spreadsheet (or similar document) maintained by the membership secretary, on a cloud based stand-alone computer. The responsible person will ensure that this computer is adequately protected from unauthorised use or cyber attack by the use of passwords and recognised firewall/antivirus software. Any spreadsheets or such documents containing personal data must also be password protected. Personal data may be legitimately shared among committee members. It is the responsibility of individual committee members to ensure any electronically transmitted data (e.g. e-mail) is securely stored to prevent unauthorised access. Data shared by means of portable storage media will be encrypted/password protected. It is the responsibility of the individual to ensure such devices are adequately protected from loss, theft or unauthorised use. Specific portable storage devices will be provided for the exclusive use of data relating to the organisation of the event. All data should be periodically backed up and securely stored, preferably on a separate storage device.

### **Data Sharing**

The committee will not share personal data with other organisations. Digital images and videos may be published on the website and social media page.

### **Retention of Personal Data**

In order to comply with GDPR all current contacts (as of 10<sup>th</sup> of February 2025) have been asked to give their consent to retain personal data. Any request for removal of data will be undertaken within 10 working days.

Data will be retained for a period of 3 years after which, if we have had no further contact, personal data will be automatically removed from the data base.

Personal data relating to committee members will be kept up to date and shared only with those committee members. Changes to personnel should be amended within 10 working days and members instructed to remove the relevant data from their files.

### **Legitimate Reasons for Retention of Data**

Certain personal data associated with the HWC is considered to be of historic social value and may be retained indefinitely. Such data includes but not exclusively, digital images and videos, names and dates of former committee members.

The committee will consider the removal of this data on request. A decision on removal will be made and recorded at the first committee meeting following the date of request. The applicant will be informed of this decision within 10 working days of the meet