



Vanden Plas Owners' Club Privacy Policy

1. This privacy policy sets out how the Vanden Plas Owners' Club (The Club) collects, uses and protects any information that you give us. This policy is effective from 12th May 2022.
2. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain data by which you can be identified such data will only be used in accordance with this privacy policy. We do not collect or hold any sensitive personal data as defined by the Information Commissioner in UK data protection legislation. Such personal data as is collected is used for legitimate purposes.
3. We may change this policy from time to time by updating this information.
4. When a new member joins the club, he/she completes a membership application form which includes name, postal address, telephone number and email address along with vehicle details. These details are sent electronically or by post to the Membership Secretary.
5. If a new member purchases their membership by Debit or Credit Card from the online shop, the member will be asked to complete a membership form once payment has been received. This form is returned electronically or by post to the Membership Secretary.
6. If a new or existing member elects to pay for their membership or renewal by Direct Debit, the Direct Debit will be processed by the Merchandise Secretary using secure third party software (currently Go Cardless). The member will be asked to complete a membership form once the Direct Debit has been set up. This form is returned electronically or by post to the Membership Secretary.
7. If a new or existing member elects to pay for their membership or renewal by Cheque or Bank Transfer, they will be asked to complete a membership form and return this by post or electronically to the Membership Secretary.
8. These personal details are stored in an Access Database maintained by the Membership Secretary. Any changes to the details held that are notified to the club by a member will be made by the Membership Secretary. Where there is a change in Club Committee Members, the database may be sent by unencrypted email to another Club Committee Member although the database itself is

password protected to ensure that if it were intercepted by an unauthorised third party it would not be readable.

9. If any on line purchases are made from the club shop (including New Memberships and Membership Renewals) then the purchaser's name, postal and email addresses will be sent to the Merchandise Secretary through the use of secure third party software (currently Wix).

10. All financial transactions carried out on line between an individual and the club are facilitated via third parties, currently PayPal, Stripe and Klarna. As such the club holds no financial details on its website or in its membership database.

11. The club does not share any personal information with any third party.

12. The club will use the personal data it holds to communicate with its members in order to operate as a classic car club. Whenever possible, the preferred method of contact is by email, followed by post. Only in very exceptional circumstances would the club contact a member by telephone. The normal reasons for contacting members are as follows:

- Distribution of and communication relating to Agendas and Minutes of Meetings.
- Communication relating to promotion of Membership and its benefits, communication and follow up regarding Lapsed Memberships and any Membership Enquiries.
- Communications relating to Club Rallies and Events.
- Communications relating to publication of and articles for the Club Magazine.
- Communications relating to the General Running and Financial Wellbeing of the Club.
- Updates to Members regarding Management/ Governance/ Rules/ Regulations and Contact Details of the Club and changes to Committee members.
- Promotion of special offers to members relating to Club Products, Events and Services.

13. Occasionally a broadcast email may also be sent if there is an important and urgent announcement, such as the cancellation of a club event. If the club receives an enquiry about specific cars or members, this will be acknowledged and referred to the member concerned, who may then choose whether to respond and/or divulge their own personal information.

14. You may request details of personal information that we hold about you. If you would like a copy of the information held on you please contact the club's Membership Secretary either by using the "Contact Us" facility on the club website www.vpoc.info or by using the information published in the latest edition of CarriageCraft.

15. Further information about your rights under the General Data Protection Act 2018 (GDPR) can be found on the Information Commissioner's Office website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>