

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 25th May 2018.

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 (where applicable) along with vehicle details. If a new member joins on line, then these details are sent by unencrypted email to the Membership Secretary; otherwise they are sent by post to the Membership Secretary. 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. The database may be sent by unencrypted email to club committee members although the database itself is password protected to ensure that if it were intercepted by an unauthorised third party it would not be readable.

5. If any on line purchases are made from the club shop then the purchaser's name, postal and email addresses will be sent by unencrypted email to the Merchandise Secretary.

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

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

8. 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 welcome letter and membership cards
- Distribution of the CarriageCraft magazine
- Distribution of information relating to Club meetings or events
- To follow-up on renewals of membership

9. 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.

10. 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.

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/>