

## **MAYFLOWER MOTORCYCLE CLUB DATA PROTECTION POLICY**

At the **Mayflower Motorcycle Club** (MMCC), we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who join the MMCC by whatever means and/or register on our website, how we use it, the conditions under which we may disclose it to others, how we keep it secure and your rights in relation to your personal data.

We may change this Policy from time to time so please check the website occasionally to ensure that you are happy with any changes. By registering on our website or by becoming a MMCC member, you are agreeing to be bound by this Policy.

The MMCC's GDPR responsible persons will be one or both of the Membership Secretary and the Club Secretary. This arrangement provides backup of cover and facilitates due diligence in the management of this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [secretary@mayflowermcc.co.uk](mailto:secretary@mayflowermcc.co.uk) or [membership@mayflowermcc.co.uk](mailto:membership@mayflowermcc.co.uk) or by writing to MMCC Secretary, The Cottage, Prestleigh, Shepton Mallet, Somerset, BA4 4NJ.

### **Who are we?**

The Mayflower Motorcycle Club encourages the social, touring and rallying aspects of motorcycling and assists in protecting the interests of motorcyclists by promoting courteous riding and behaviour, whilst providing a social calendar for all members and guests.

### **How do we collect information about you?**

We obtain information about you when you either become a member of the MMCC, register on our website online, via telephone, or in person.

### **What type of information is collected about you?**

The personal information we collect might include your name, address, email address, telephone numbers and events booked or attended. The legal bases for the processing of your personal data is to enable the club to fulfil our obligations and provide membership services.

### **How is your information used?**

We may use your information to:

- process your membership;
- process orders that you have submitted;
- carry out our obligations arising from your membership;
- deal with entries to events;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include Pilgrims Papers, information about MMCC events and other MMCC related news.
- update our membership database

Committee Members' contact details appearing on the website or in Pilgrims Papers may, with consent, include a personal address and phone number in addition to email contact details.

## **MAYFLOWER MOTORCYCLE CLUB DATA PROTECTION POLICY**

Event entry forms will, by necessity, carry contact details – primarily email/address and phone numbers of the registering person. Entry forms will be completed on the website, by email or post and collated by Committee Members. Since this data is limited to phone and email contacts, size(s) of T shirts, no direct management of the data by the MMCC is necessary. Event contact data will be retained for the purposes of contacting you again about further events.

### **How long do we retain your information?**

We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual person's MMCC membership lapses, your information will be securely kept for a period of 10 years by the Membership Secretary, after which your information will be securely archived.

### **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may make members' contact details available to other members by means of a members' directory.

### **How you can access and update your information?**

The accuracy of your information is important to us. You can check the information we hold is correct by email to [membership@mayflowermcc.co.uk](mailto:membership@mayflowermcc.co.uk) or write to us at; Radar, 31 Langton Ave., Chelmsford. Essex. SS6 7RG. Please take the opportunity to review and update this information at membership renewal time.

### **What are your rights?**

(a) the right to access;

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

(b) the right to rectification;

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

(c) the right to erasure;

In some circumstances, you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a MMCC member and wish the data not to be held for our standard 10 year period.

Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the MMCC to fulfil its obligations.

(d) the right to restrict processing;

## **MAYFLOWER MOTORCYCLE CLUB DATA PROTECTION POLICY**

In some circumstances, you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

(e) the right to object to processing;

You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.

(f) the right to data portability;

To the extent that the legal basis for our processing of your personal data is that the processing is necessary for the performance of a contract to which you are party and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others

(g) the right to complain to a supervisory authority;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioner's Office.

<https://ico.org.uk>

(h) the right to withdraw consent.

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to us or by email to [secretary@mayflowermcc.co.uk](mailto:secretary@mayflowermcc.co.uk) or [membership@mayflowermcc.co.uk](mailto:membership@mayflowermcc.co.uk).

### **Changes to the privacy notice and your duty to inform us of changes**

This version was last updated on 22nd August 2018

The data protection law in the UK changed on 25 May 2018.

It is important that the personal data we hold about you is accurate and current.

Please keep us informed if your personal data changes during your relationship with us.