

GDPR Policy NVTEC New Forest Group 2018

Section 1 Information Held

Secretary & Chairman

The Secretary of the NVTEC New Forest Group (from herein referred to as NVTEC group), holds the following information on committee members:

Name

Address

Contact numbers

Email addresses

Membership Secretary

The membership Secretary of the group holds the following information on members:

Name

Address

Contact numbers

Email addresses

Membership type

NFU Insurance number

This information is shared with the Secretary, Chairman and the Treasurer if and when required to answer or deal with queries

Information is held on:

Electronically based excel spread sheet

Paper based list printed from excel spread sheet

Paper based new member forms

Paper based renewal forms

Exhibitors & Traders for shows and working events

The show and working section stewards hold the following information on exhibitors

Name

Address

Contact numbers

E mail addresses if applicable

Information is held on:

Electronically based excel spread sheet

Paper based list printed from excel spread sheet

Auction events sellers and bidders

The treasurer and secretary hold the following information on sellers and bidders for the club auction night

Name

Contact numbers

Information is held on:

Paper based list printed from word document or excel spread sheet

Lists and details are shredded after the auction.

Club meeting nights

The treasurer and secretary hold the following information members for the club meeting nights.

Name

Contact numbers

Information is held on:

Electronically based excel spread sheet

Paper based list printed from excel spread sheet

Section 2 Communicating Privacy Information

NVTEC New Forest Group informs members about GDPR by the following ways:

- A news letter issued on club nights and emailed to all members of the club in 2018.
- NVTEC club magazine (Vapourising) explaining the effects of the changes taking place nationally from 25th May 2018 and how member's data is stored and used
- A policy statement on renewal forms for 2019 for members to sign
- NVTEC Group has stated their privacy information notice clearly on their web site newforestractorandengineclub.co.uk

Members are now aware of:

- What personal member data is stored
- How NVTEC Group use member's data
- The data retention period of NVTEC Group
- The right of a member to complain about their data stored by NVTEC Group
- The right of a member to request the removal of their data stored by NVTEC Group

Section 3 Individual's Rights

NVTEC Group recognise the member's rights:

- To be informed about GDPR through the web site and club magazine/News letter.
- To have a right of access by members speaking directly to NVTEC Group committee members answering directly any questions a member may have
- Of rectification should any details be incorrectly listed or recorded
- Of erasure of personal data following written request by the member and a letter confirming that erasure of data has taken place
- Members need to recognise that should they wish their data removed from the membership lists they will not be able to have an insurance / membership card, not be able to renew insurance, not receive email information, on line forum access (such as "Facebook" or "Splutter" from Notts Group) or the Vaporising magazine from National

Section 4 Data Breaches

NVTEC Group has the following protocols in place to address the issue of data breach:

- All membership data held by the membership secretary is stored on a portable hard drive, not a main computer, and kept away from the computer when not in use
- All personal data from the auction is held by the chairman, treasurer and the secretary, and is not stored but shredded
- All personal data from exhibitors at shows and working events is stored on a portable hard drive, not a main computer, and kept away from the computer when not in use
- Should NVTEC Group detect a data breach via loss or theft of a hard drive, or other data storage device, they would contact and inform the police about the loss of the device(s) and the content included
- They would also report the loss of the hard drive, or other data storage device(s) and the content included and contact the relevant agencies.