

GCCG Data Protection Policy and Code of Conduct for Membership Database

Data Protection Policy

GCCG collects information from members solely for the purpose of communications relating to Club business, mainly in relation to subscription renewals and club events. This sometimes includes communication between GCCG and members relating to other Gay Classic Car Clubs. We never release members' information to those clubs or other organisations nor do we communicate with members about other organisations unless it is relevant to Club business. Personal data is always processed in accordance with the General Data Protection Regulation 2018, on the basis that members are in a contract with us.

We hold members' names, postal address and email addresses, phone numbers, names of partners where provided, and details on cars owned by members. Car ownership and location statistics are occasionally analysed and published anonymously for interest in our magazine. Members may also choose to upload and display additional information in their online profile. They can alter or remove this data at any time by logging in to their account on the website gccg.org.uk. However some contact data needs to be in place at all times in order to manage their membership renewals. This includes name, postal and email address.

Members' details are made available to Club Officers, i.e. Committee Members and Area Organisers in order to manage events bookings and subscription renewals. Officers will be expected to agree to the Code of Conduct below. Access to the data is via a secure password protected login. Officers are discouraged from printing off or storing membership information. If they do so this data might must be securely stored and destroyed after use.

GCCG will never release members' information to any other organisation unless legally compelled to. Any member has a legal right to request a copy of the information held on them, and this is available online via their individual account, or by request to the Membership Secretary. If a member leaves the club their contact information is deleted from the main database within 90 days of the end of their membership.

Code of Conduct for Club Officers

Club officers are given access to GCCG member information on the understanding that they will adhere to the Data Protection Policy above. If you have any questions on the Policy please consult the Webmaster on webmaster@gccg.org.uk.

Data held by the Club is subject to the General Data Protection Regulation which places clear legal restrictions on the use of personal data. If you fail to keep the data secure or you use it improperly then you or the Club could be prosecuted. In addition, however 'out' you may be, please be aware that some of our members might still be very protective of information regarding their sexuality. Some also own valuable collections of cars whose whereabouts they would not wish to publicise. Please protect members' data and use it properly.

Member's information must never be used for purposes other than Club business, nor should details of one member be released to another member without their consent.

If you send out an email to more than one member at a time the email addresses must always be concealed by using the 'bcc' field of the email not the 'to' or 'cc' fields. You are expected to send out mass emails using the Mailchimp email newsletter tool which will automatically use up to date contact information.

Please do not keep any copies of membership information if you can avoid it, but if you do make copies either electronically or on paper e.g. for booking people in at an event, please ensure they are kept securely and destroyed after use. This is a legal requirement. If you cease to be an Officer of the Club you will be expected to destroy or return any electronic or printed copies you may have made of membership details.

Prepared May 25 2018

Acknowledgement of GCCG Data Protection Policy and Code of Conduct for Use of Membership Database

I confirm that I have read and understood the Gay Classic Car Club Data Protection Policy and Code of Conduct dated May 25 2018 and agree to comply with them.

Signature

Name printed

Position Held

Date

Please return to the General Secretary, Gay Classic Car Group, 119 Regents Park Road, Primrose Hill, London NW1 8UR