



IVCVC Data Protection Policy

1 Introduction

1. This Data Protection Policy covers the storage and usage of Personal Data by the Ile Valley Classic Vehicle Club (IVCVC). The data covered by this policy is identified in the IVCVC Data Audit and Recommendations Document.
2. This Data Protection Policy does not cover the handling of Sensitive Personal Data as the club does not hold data of this category.

2 Data Controller

1. The Data Controller is the IVCVC Membership Secretary. This role is currently carried out by the Club Treasurer.

3 Responsibilities of the Committee and Members

1. The IVCVC Committee is responsible for ensuring that this Policy is followed in all aspects of the Club's business.
2. All Club members shall provide their consent to the use of their Personal Data in accordance with this Policy.
3. Where Personal Data is provided to individual Committee or Club members, for example copies of membership lists, the data shall be disposed of securely when they are no longer required. Paper printouts must be shredded and Emails deleted.
4. Where individual Committee or Club members are provided with copies of membership lists they shall be destroyed using methods when they are no longer required (for example paper printouts must be shredded).

4 Data Processing, Management and Storage

4.1 Data Processing

1. This Policy does not cover significant processing of Personal Data, the processing activities performed on Personal Data shall be limited to the following:
 - The storage of completed membership forms,
 - The creation and maintenance of an electronic Membership List,
 - The production of electronic or printed membership reports based on the Membership List.
2. Data processing of Personal Data shall be limited to that required for the purposes of maintaining membership records, planning club events and informing members of club and other events that may be of interest.

4.2 Data Management

1. All emails sent out to the whole membership should use blind carbon copy for the address list.
2. Copies of the Club Membership List and any other personal data transferred electronically should be sent as password protected encrypted files.
3. Access to Personal Data should be limited to the Data Controller. Access may be provided to Committee members subject to a justification for access to the Personal Data.



IVCVC Data Protection Policy

4. Personal Data shall not be released to third parties outside the IVCVC membership.

4.3 Data Storage

1. Paper copies of Personal Data shall be stored in a locked container.
2. Personal Data stored electronically shall only be stored locally on a computer with password protection.
3. Personal Data stored electronically shall not be stored in "the Cloud".

4.4 Data Deletion

1. A member's Personal Data shall be deleted within one year of the cessation of their membership.
2. A member may request in writing that all or part of their Personal Data is deleted. Deletion of the Personal Data shall be implemented within one month of the receipt of the request.

5 Rights to Access Information

1. Any IVCVC member shall be provided with access to their Personal Data subject to a written request to the Data Controller.
2. Access to the Personal Data shall be provided within one month of the receipt of the request.

6 Data Breaches

1. All data breaches shall be investigated to the Data Controller who shall report the impact of the breach to IVCVC and any identify any corrective action required. The investigation shall cover any impact on the rights and freedoms of the individuals affected. A data breach is a breach of security which leads to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

7 Reporting Incidents

1. All data breaches shall be reported to the Data Controller who shall also inform the Club Chairman of the data breach.
2. If the data breaches is likely to have a significant impact on the rights and freedoms any individuals then they shall be informed of the breach. The Information Commissioner's Office (ICO) shall also be informed.

8 Monitoring and Evaluation

1. This Policy shall be reviewed and updated if necessary each year prior to the Club's Annual General Meeting.