



General Data Protection Regulation

In accordance with the General Data Protection Regulation 2018 (GDPR) there is a requirement, by law, that all personal data held by the Pembrokehire Vintage and Classic Motorcycle Club (PVC MC) has the signed permission of all their members to hold their personal information.

Below in the “boxed text” is an explanation of how GDPR applies to the various aspects of the club and personal information usage. We require that you read through this and provide “signed” consent, confirming that you understand why we ask for the information we do and that you agree to us holding this personal information on file.

This GDPR consent Policy details how we at the PVC MC treat any Personal Information* that you provide to us.

*For the purpose of this document, Personal Information means the basic information that you are asked to provide to the club, in order to carry out our duties to you, which are explained in the section below on “How we use your Information”.

This information may include, but not be limited to: Name, address, email and personal information, as detailed below.

Use of any Personal Information provided by you to PVC MC will not be shared with a third party without your prior consent.

How does PVC MC use your information?

The details you provide to us are used for the purpose of ensuring that we have the correct information for you when we provide an appropriate service, such as membership emails, notifications and renewal notices etc.

- Your **e-mail address** is used to contact you regarding any communications between us, and also to keep you updated of any progress as necessary. You will be added to the membership mailing list provided you have consented to be added.
- We need a contact **telephone number** in case of any query which may arise where we are unable to contact you via e-mail.
- Your **postal address** is required to provide emergency contact information should this be needed.
- Your **name** will be recorded against the meetings “Attendance Sheet”.

Photographs

- Photographs of a legitimate interest to the promotion of the PVCMC and its events could include motorcycles and / or riders.
- These photographs could be used on the PVCMC website, Facebook page, club calendar and other promotional material.
- If you do not wish this to happen you must remove yourself from any photo taking opportunities, making your wishes known.

How long is information stored for?

- Continuing members: information held on an ongoing basis.
- Members who choose not to renew: will be removed from the membership mailing list, your information will be securely stored for 12 months, then deleted and shredded.
- Any information contained in (and not excluded to) Club Events and Meetings will remain active whilst the club's website and Social Media platforms remain in place: regardless of whether a member renews their membership or not.

Security of Information

All the personal data we process is processed in the UK and held on a secure, personal laptop with a secure password. All membership forms are stored in a lockable storage box.

PVCMC will endeavour to take all reasonable steps to avoid unauthorised access or disclosure to a third party of any personal information provided to us.

Please contact any committee member for clarification of the GDPR policy.

We reserve the right to update and amend this policy and we would request that you check this document periodically, to ensure that you are aware of our latest Policy.

Should you have any query with regard to the details provided in this document or if you wish to make us aware of any change in your Personal Information, please do not hesitate to contact the club:

Andy Chapman Membership Secretary email: humusgardens@gmail.com.

By signing your club membership application, you accept the above policy.

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