

# JOAC Privacy Policy under GDPR

This regulation came into force on 25 May 2018.

**This policy describes how we use member's data.**

**We do not share it with anyone except where shown below**

## Member's information and club records

- Ours is a members club where membership is for a year on payment of a subscription. This is effectively 'opting in', one of the specific requirements of the new regulation.
- Exceptions to the above are those members who are Honorary Members or Honorary Life Members. These members do not pay subscriptions.
- Members voluntarily provide name, address, telephone number, e mail address where appropriate and car details when joining or renewing membership..
- Each year we create a membership list based on the member provided information at joining or renewal. This list is produced and held by the membership secretary
- We have a combination of paper records, the renewal forms, and computer records held on a PC. These are not put onto the internet.
- Members would reasonably expect that records will be produced and used to run the club.
- Each year the previous year's membership list lapses.

## Membership data that is shared with the magazine publisher

- Member's names and addresses are shared with our magazine publisher so the magazine can be posted to each member. This active address list is renewed for every edition of the magazine, currently four issues per year. The list is not retained by the magazine publisher.

## Spares

- The club has a policy of supplying spares to members only. They are not available to the general public.

- The Spares Secretary checks with the Membership Secretary whether an individual who wishes to buy spares is actually a member.
- In the event that JOAC spares become outsourced in the future, the provider will be required to safeguard the membership list, not pass it to third parties and delete it when a new list becomes available. It will only be used for the purpose intended which is to check that someone ordering spares is entitled to do so, ie is a club member.

## Communications

- The club magazine is produced quarterly and posted to members.
- Back numbers of the magazine are available from the website
- The website includes news of events.
- The website does not contain members details.
- Occasionally we circulate information to members by email using Mailchimp if there is the need for quick distribution of news etc. The Mailchimp distribution list is kept up to date by the membership secretary.
- The club produces a register of cars and owners approximately every two years. Our membership form will be revised by the end of 2018 so that members can opt out of having their details included in the register if they wish, and also opt out of receiving it. The register is hard copy only to prevent circulation on the internet.

## Resignations

A member can resign by writing to the Membership Secretary. The Membership Secretary will confirm acceptance of the letter and will ensure that contact details for that person are removed from the records. From then, spares will not be available, and the magazine will no longer be delivered.