

## **PRIVACY POLICY for the Historic Commercial Vehicle Society**

The Historic Commercial Vehicle Society (HCVS) is committed to protecting your data privacy. This Policy explains how we protect and manage any personal data you share with us and that we hold about you, including how we collect, process, protect and share that data. It also explains how you can control your data and your rights generally as a data subject.

Personal data means any information that may be used to identify an individual, including, but not limited to, a first and last name, a home or other physical address, an email address or other contact information (whether at work or at home).

There are various ways that you might interact with the HCVS, and the data you provide to us when doing so will be used for the purpose of running the Society in support of our charitable objectives. By supplying your details to the HCVS, we will process your data on the basis that the processing is necessary:

- for dealing with a contract with you; or
- for the purposes of our legitimate interests; or
- is legally required; or
- supports our charitable objectives

### **How we obtain your personal data**

The HCVS may collect and record basic data (for example names, email addresses, postal addresses, telephone numbers, Gift Aid authority and vehicles) which you voluntarily provide via hardcopy, or by electronic communication method. We record this information in a computer database and retain certain hardcopy documents for the purpose of running the Society. The data is retained whilst you remain a member of the HCVS and for as long as is legally required thereafter.

### **How we use your personal data**

We control data in respect of our directors, secretary, trustees, members, volunteers, supporters, suppliers, advertisers and donors. Also, we control data in respect of administering membership applications and renewals, to become or continue being a member. The website cookies are anonymised and are only used for website visit statistics.

When you join the HCVS, we record your details to ensure that we can for example:

- provide a membership subscription service to you
- send you our Newsletter
- contact you in the event of providing information applicable to you
- deal with any financial queries.

By applying to become a member, or renewing your subscription, you will automatically agree to receiving marketing offers in our magazine HC News or on our website. Your details will not be passed to any third parties other than the editor and a printing & distribution company.

The HCVS uses personal data which we collect, to contact our members with details of events, statutory matters and to administer renewal of membership.

When you contact the HCVS, we may keep a record of your communication to help solve any issues that you might be facing. Your data may be retained for a reasonable time and in line with our record retention procedures (financial records and Gift Aid records for six years).

The HCVS may also use or disclose your personal data when the HCVS believes, in good faith, that such use or disclosure is necessary to comply with law, or to protect the rights, property, or safety of the HCVS, or safety of others.

## **Data subject rights**

### **Subject access requests**

Where we control data, you, the data subject have certain rights, such as:

- the right (in certain circumstances) to erase your personal data (and to be forgotten). Please note that we cannot delete your information where we are required to have it by law, or where it is in printed format already in the public domain;
- the right to request inaccurate information about you be corrected;
- the right to launch a complaint with the Office of the Information Commissioner;
- the right via a subject access request to know whether or not we are processing your personal data, the nature of that personal data and the purposes of the processing.

Should you seek to exercise any of the above rights, please use the contact details set out in the question, queries and complaints section below.

### **Accuracy of information**

In order to provide the highest level of membership service and support, we need to keep accurate personal data. Please keep us informed of any changes to your personal information.

### **Social Media**

When you participate in various social media forums like Facebook, you should be familiar with and understand the tools provided by those sites that allow you to make choices about how you share the personal data in your social media profile(s). Also, depending on the choices you have made regarding your settings on various social media sites certain personal data may be shared with us about your online activities and social media profiles.

### **Links to other websites**

During your online journey across our website, you may encounter links to other websites such as our Commercial Partners for your convenience and information. These websites operate independently from the HCVS, and may have their own privacy notices, statements or policies. We suggest that you review them to understand how your personal data may be processed in connection with those sites, as we are not responsible for the content of non HCVS owned or managed sites, or the use, or privacy practices of those sites.

### **Policy changes**

This privacy policy may be reviewed to ensure the HCVS continues to protect your privacy. We reserve the right, at all times, to update, modify or amend this Policy.

### **Questions, queries, or complaints - who to contact?**

If you would like to contact the HCVS about any of the above, please contact the Secretary of the HCVS. Contact details of the current Secretary is in every issue of the HC News, or email [info@hcvs.co.uk](mailto:info@hcvs.co.uk).

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