

GDPR Policy Document Data Protection

Hereford Traction Engine & Vintage Club Ltd. (HTEVC Ltd).

Using your personal information

The **HTEVC Ltd** takes the privacy of its members and exhibitors very seriously and this Policy sets out how we deal with the personal data that we collect from our members, and others, from time to time.

What personal data does the HTEVC Ltd collect?

The **HTEVC Ltd** holds and processes personal data, which may include:

- name, address, telephone number, email address etc.

Correspondence Data.

Data belonging to a broad range of stakeholders, including some third parties, is used in the normal course of the Company's business. This data is restricted to names, telephone numbers, email and postal addresses. It is subject to privacy controls as described in the Company's Privacy Statement.

Membership Data.

Data from applicants who are not accepted as members, is not held for any longer than necessary.

The **HTEVC Ltd** will only keep and process information it believes to be relevant and required to support the Member in order to protect, and promote, the **HTEVC Ltd**. The **HTEVC Ltd** will not share Members' information with third parties without consent or as required in law.

The **HTEVC Ltd** will seek to keep member information up-to-date through regular checks and at the time of subscription renewal. Members have the right to access their personal data and may request that it be deleted. We encourage Members to make sure that information is accurate so that we can support the Member's best interests.

What personal data does the HTEVC Ltd collect?

Applications for Membership.

When someone applies for membership, we collect certain personal data as part of the membership application, including details such as:

- name, address, telephone number, email address etc.

How do we use personal data?

The **HTEVC Ltd** does not use personal data for automated decision making or profiling. Personal data will be kept for no longer than is necessary to facilitate the **HTEVC's Ltd** work to support members and comply with legal

requirements. The **HTEVC Ltd** does not hold any sensitive personal data as defined by the Information Commissioner.

Contact Us If you have any question about this Policy Document or about the information that we hold about you, please contact The Secretariat