

## PRIVACY POLICY for NECPWA York

NECPWA York 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 NECPWA York and the data you provide to us when doing so allows us to improve our services. By supplying your details to NECPWA York and by using our website, we will process your data on the basis either that:

- the processing is necessary for our performance of a contract with you; or
- the processing is necessary for the purposes of our legitimate interests.

### How we obtain your personal data

If you have applied to enter a NECPWA York event, we collect the information you gave to the event organiser when you made an application.

This information is name, address, contact numbers, emails and vehicle details.

We record this information on our paper and electronic records system and use this information in order to manage and administer your application to the event, and to inform you of future events.

Such data is held on password-protected computer records or on hard copy listings securely held at the private home premises of the event organiser and administrator of the website shop.

### How we use your personal data

When you apply to enter an event we use the data to:

- Provide an event pass for you
- Produce a list of entrants for the event
- Send you our details of future events
- Contact you about meetings and events
- Contact you about trips where we are going to be taking vehicles

NECPWA York uses personal data, which we collect to provide you with services that you expect to receive as an event participant. Your details will not be passed to any third parties.

NECPWA York will retain, for two years following the event, the information provided by you on the application form, to enable you to be notified of future events. If you purchase an entry from the online shop the information will be held for 5 years as required by the Financial Conduct Authority.

### 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)\*\*;
- 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 questions & queries section below.

*\*\*Please note that we cannot delete your information where we are required to have it by law, or where it is in printed format, such as past copies of the newsletter or similar publications and already in the public domain.*

### Accuracy of Information

Personal information is updated annually each year from the information provided by you on the event application forms.

### **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 (and/or in combination with your settings on NECPWA York Social Media Pages), certain personal data may be shared with us about your online activities and social media profiles (e.g. photos, comments and content you have posted/shared etc.).

### **Links to Other Websites**

During your online journey across our website, you may encounter links to other websites for your convenience and information. These websites may operate independently from NECPWA York, and may have their own privacy notices, statements or policies. We strongly 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 NECPWA York owned or managed sites, or the use or privacy practices of those sites.

### **Questions & queries, who to contact?**

If you would like to contact NECPWA York about any of the above please write to the Chairman, NECPWA York, 3 Beech Place Strensall, York, YO32 5AS or email [chairman@necpwayork.org.uk](mailto:chairman@necpwayork.org.uk)

### **Policy changes**

This privacy policy is regularly reviewed to ensure NECPWA York continues to protect your privacy. We reserve the right, at all times, to update, modify or amend this Policy. If any amendments are made, we will endeavour to inform each member that a change or update has been made. It is our recommendation you take time to review the amended Privacy Policy.

### **If you have a complaint**

If you have a complaint regarding the use of your personal data then please contact us by writing to the Chairman, NECPWA York, 3 Beech Place Strensall, York, YO32 5AS or email [chairman@necpwayork.org.uk](mailto:chairman@necpwayork.org.uk)