

## Privacy Policy for the Windsor Forest Group of the TR Register

The purpose of this document is to outline how and for what purpose WFTR collects, processes and uses the personal information of its members.

This is broken down as follows: -

- Why we collect information.
- What information we collect.
- Who we share your personal information with.
- How your personal information is secured.
- Managing your communication with us.

WFTR takes your privacy extremely seriously and takes all reasonable steps to ensure your information is secure.

### **Why we collect information**

Personal information allows the club to function effectively. We may use this information to communicate with you regarding WFTR activities and to manage the membership of our club.

### **What information we collect**

Personal data collected is restricted to that needed for the purposes outlined above and comprises: -

- TRR membership no. and type
- Member's full name including initials and title, member's postal address, member's phone number(s), if provided.
- Member's email address if provided.
- Name(s) and contact details of any family member(s) over the age of 18 years, if provided by the member with the individual's prior agreement.
- Member's attendance at WFTR organised events.
- Member's classic car details if provided.
- Member's payments for WFTR organised events.
- Personal event images provided by members to WFTR.
- Club night attendance statistics.

### **Who we share your personal information with**

Data may be shared with the TR Register, members of the WFTR committee or other WFTR members for liaison purposes on WFTR events/shows etc. We will never share your personal data with other third parties without seeking and gaining your prior permission to do so.

### **How your personal information is secured**

Data is captured on a legitimate interest only basis either directly from the TR Register who provide the information to WFTR in a password protected document, or directly from the member.

If you have any reason to believe that any personal information we hold is no longer secure, please contact us immediately.

### **Managing your communication with us**

A member may ask at any time to know what personal data we have recorded on them or to make changes as to how they hear from us. A member may also ask WFTR to stop processing or to remove their personal data. If a member requests that their data be removed from the records, this will be completed within 28 days.

A member will be made aware that should they request deletion of their data, no further communications from WFTR will be possible.

Membership data will also be deleted from the records no later than 28 days after WFTR have been notified by the TR Register that membership has lapsed.

For further details of the WFTR GDPR policy please refer to the document posted on our website at: <https://wftr.co.uk/privacy-policy/>

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