CDPR PROCESS DOCUMENT - CAMBRIDGE AND DISTRICT MG OWNERS' CLUB

Personal data is obtained from each Club member when he/she completes a Membership Application Form and pays the required annual subscription. That data, listed below, is securely retained and used by the Committee for the purposes of communication with that Club member, and for the administration of the Club:

Surname Forenames/Known As Wife's/Partner's Name Address & Postcode

E-mail Address Telephone & Mobile Number Membership Status

GDPR Consent Type of MG(s) Colour(s) & Registration Number(s)

The Membership Application Form requires each member to sign the form so as to ensure the accuracy of the data provided, and to consent to its retention and use by the Club.

The data will continue to be held by the Club and not shared with any third parties, other than those with a legal entitlement i.e. Police and court orders, and will be deleted when individual Club membership ends.

Club members may request to see the personal data relating to them which is held by the Club and this GDPR Process Document.

Committee members holding and processing personal data, in hard or soft copy format, will ensure that this is held securely in order that the data is not seen or used outside the above limitations.

Authorised by:

D Chalk Chairman Signature: Date:

Read and Understood by:

C Shurlock Club Secretary Signature: Date:

T Clark Club Treasurer Signature: Date:

G Pascoe IT and Website Co-ordinator Signature: Date:

Final TC 12 Jun 2018