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## General Data Protection (GDPR) Policy and Privacy Notice County Wheels 25<sup>th</sup> May 2018

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County Wheels respects personal privacy and we will only use personal information in the way we describe in this notice. When using your information we aim to be fair and transparent, and to follow our obligations under UK data protection laws. Personal information is only used for administering attendance at County Wheels events. We will not share personal data with third parties.

### **Awareness.**

This policy is reviewed annually. The committee chair, Malcolm Brown, is the Controller and Processor. The controller determines the purposes and means of processing personal data and is responsible for, and must be able to demonstrate, compliance with the GDPR principles. <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>

### **Information County Wheels Holds.**

County Wheels will hold personal data of contacts enquiring about or intending to attend its events on a secure IT system which comprises a spreadsheet stored on a private and secure network server. The IT system is kept secure and can only be accessed via a password. County Wheels holds the following personal data on enquirers, those wishing to display their vehicles, trade stand operators, committee members and volunteers;

- Name
- Email addresses

This information comes from information you have supplied during communication with County Wheels. Data will only be shared with committee members to enable them to carry out their essential duties involved in running an event for County Wheels.

Personal data will be deleted once County Wheels ceases to operate.

### **Communicating privacy information**

A copy of this policy will be available from the County Wheels Web Site home page.

### **Individuals' rights**

Unless subject to an exemption [under the GDPR], you have the following rights with respect to personal data: -

- The right to request a copy of your personal data which County Wheels holds about you and a list of locations that data is held and shared with;
- The right to request that County Wheels Group corrects any personal data that is found to be inaccurate or out of date;
- You may ask us not to process your information for marketing purposes.
- You may ask us to stop using your information, and to delete it, If you ask us to do this we will not be able to communicate with you and continue our contract with you.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

Personal data held can be added, amended or deleted by the data processor.



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### **Subject access requests**

All data and processing requests will be dealt with by the local group's data processor with a target to respond to any request within 28 days.

### **Lawful basis for processing personal data**

County Wheels considers "legitimate interests" [GDPR Article 6(1)(f)] as a lawful basis to process members and volunteer's data. County Wheels believes this basis is the most appropriate to enable the organisation to function and maintain its long standing operating model, keeping lists of interested parties, informing them of its, events and activities by electronic means.

### **Children**

Children (under the age 18) will not have access to the services of County Wheels other than to attend the event(s).

### **Data breaches**

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

Any data breaches will be investigated thoroughly and once the breach details have been found the ICO will be informed. If the investigation determines that the breach was intentional and identified the processor then disciplinary action may be taken which could include suspension or dismissal. If the investigation determines that the breach was unintentional then action will be taken to modify the process to avoid a similar breach.

### **Users Compliance and Security**

The chair of County Wheels agrees to abide by this policy by publishing it on the County Wheels web site.