

The Ramblers Motorhome Club

Data Protection Procedures

Introduction

1. The Ramblers Motorhome Club has a data protection policy which is reviewed bi-annually. To help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is complied with.

General Procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third-party website (e.g. Google Drive) we will ensure the third-party complies with the United Kingdom GDPR. When it is paper based, we will ensure that it is stored securely.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
3. We will keep records of consent, provided on Membership Application Forms, for us to collect, use and store data. These records will be securely stored.

Mailing List

1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive notifications relating to Club Events, Activities and Business Meetings.
2. The mailing list will be used to communicate with members by letter or email.
3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
4. We will provide information about how to be removed from the list with every mailing.
5. To allow members to work together to organise Club or Charity Events it may be necessary to share their details with other members. We will only do this with the member's consent.

Committee Members

1. The committee need to be in contact with one another to run the organisation effectively and ensure its legal obligations are met.
2. Committee contact details will be shared among the committee.
3. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Club business, without explicit consent.

Review

These procedures will be reviewed every 2 years, with the first review due on 1st December 2025.

David Gilmore (Chairman)

Joseph Little (Secretary)

30th November 2023