



PRIVACY POLICY

*Please read the following notes about how we use your personal information that you supply to us.
A copy of this privacy policy accompanies each membership application form that is distributed.*

The purpose of the Bristol Austin 7 Club is to provide a relevant service for members: encouraging the use, interest and preservation of their Austin 7s through meetings, publications, road runs, rallies, visits, and the provision of spares.

In order to become a member of the BA7C we need to know who you are – so our membership application form asks for your personal details of name and address, together with your contact details of telephone numbers and email address. This is the minimum information that we need to perform the function of the Club and it is kept on a password protected master database. The paper record of your membership is kept for six plus one year in accordance with company law.

Postal addresses are verified on the Royal Mail Post Code finder. When used for mailing items to members, the information is transferred to the printer via a password protected database, which is destroyed once the mailing has been completed. The routine mailings are:

- the regular Club newsletter (10 pa);
- the quarterly Magazine of the Austin Seven Clubs' Association (if you have opted to pay for this, in addition to your subscription);
- other items that the Committee agrees should be sent to all Club members
eg.: rally entry form, personalised renewal form, Club membership list, etc.

The published Club membership list is only available to Club members. It lists the brief details of name, town, postcode, telephone number and email address. Both the membership and renewal forms allow you to opt out of being included on the published membership list.

Contact details of telephone numbers and email addresses are used for communications as required eg.: admin queries, car queries, putting members in touch with each other, requesting assistance at club events, etc.

Your personal and contact details are made available to BA7C Committee members so that they can efficiently undertake their various roles. These files are always password protected.

The Treasurer keeps a password protected database of the subscription payments you make. It records the account name, account number and bank sort code. Only the Treasurer has access to this information and it is retained for six years from the end of the accounting period which they relate to, in accordance with company law.

Your personal and contact details are not shared with any third party (apart from those indicated above) nor are they used for any marketing purposes.

As we are a car club, we also wish to know about the A7s that you own and request as much car information as possible – registration number, chassis number, engine number, car number, model/description, colour and date of registration; and an assessment of its status: A - runner, B – non-runner, C – rolling chassis, D – chassis frame.

Car details are routinely supplied to the Registrar of the Austin Seven Clubs' Association, who maintain the 'Register of Surviving A7s' worldwide. This Register only identifies the car to the BA7C (and not to you personally) and can be consulted at: a7ca.org/chassis/register.

At the end of the membership year, the Membership Secretary retains the password protected master database as an archive file. Archive files are retained from the inception of the Club in 1965, though the early years are very incomplete. They are invaluable in helping the Club to fulfil its stated purpose; for tracing members who have resigned and after a long absence decide to re-join, as we can reinstate their membership number; for tracing cars, where new owners seek relevant background information and old owners wish to pass on historical information.

When subscriptions are due for renewal, a personalised renewal form is posted to you with your October Newsletter. This gives you an annual reminder of the personal, contact and car details that we hold for you. You are asked to confirm and/or update them all. Should you fail to renew before the end of the subscription year (31 October), there is a general reminder published in the November Newsletter. After this you will be deemed to no longer be a Club member and we will contact you in January asking you to destroy any membership lists that you may still have in your possession.

You have the right of access to the information that we hold about you, known as a 'Subject Access Request (SAR)'. We guarantee to reply within 30 days and there is no charge for this service. Requests should be made to the Membership Secretary, in writing or by email and will be reported to the Committee.

You also have the right to erasure – or the Right to be Forgotten. This can be requested from the Membership Secretary, in writing or by email. It basically means that you are requesting to terminate your membership and for your personal and contact details to be removed from the archive master files. This will be reported to the Committee.

Any data breaches will be reported to the Committee.

Appendix A Committee Members

If you are elected to the Committee, you need to be aware that Committee members will need to communicate with each other and with Club members, in order for the Committee to manage the affairs of the BA7C. This communication can be by any of the following means: post, email, telephone, social media or any other means as appropriate. To facilitate this, Committee members names (with job titles), postal addresses, telephone numbers and generic email addresses (eg. chair@ba7c.org) are printed in the regular Club Newsletter. This Newsletter is only distributed to Club members.

Where relevant, Committee members names and their generic email addresses are also included on the BA7C website and social media.

When a Committee member retires, their personal information noted above is withdrawn and deleted, in relation to Committee work.

Appendix B Event Organisers

Club or Committee members may also be an Event Organiser for a one-off event, or the main point of contact for a particular Club activity (eg. Spares Secretary).

When promoting an event or activity in the Club Newsletter, the main organiser or contact will be named with their telephone number and email address, if available. Their postal address will also be included on any entry form that is required.

When promoting an event or activity on the Club website or social media, a generic email address will be quoted eg. events@ba7c.org. This information will only be available during the period of promoting an event or activity.

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