

1. This privacy policy sets out how the Rover 200 & 400 Owners Club (“the club”) collects, uses and protects any information that you give us. This policy is effective from 1 May 2018.
2. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain data by which you can be identified such data will only be used in accordance with this privacy policy. We do not collect or hold any sensitive personal data as defined by the Information Commissioner in UK data protection legislation. Such personal data as is collected is used for legitimate purposes.
3. We may change this policy from time to time by updating this information.
4. When a new member joins the club, he/she completes a membership application form which includes name, postal address, telephone number and email address (where applicable). Any additional family member’s names are also included. If a new member joins on line, then these details are sent by unencrypted email to the Membership Secretary and Treasurer; otherwise they are sent by post to the Membership Secretary only. These personal details are stored in an Excel spreadsheet maintained by the Membership Secretary. Any changes to the details held that are notified to the club by a member will be made by the Membership Secretary. The spreadsheet may be sent by unencrypted email to club committee members; but the spreadsheet itself is password protected to ensure that if it were intercepted by an unauthorised third party it would not be readable.
5. All members that we hold an email address for have a user account created for them on the club’s website - [www.rover200.org.uk](http://www.rover200.org.uk) - in order for them to access the website’s members area (where the club magazine and other relevant information can be downloaded). The information stored on the website for this is only available to the Webmaster and Membership Secretary, and is limited to membership number, user name and email address. To access the members area a member is required to log on using the user name and password. This password will initially be set by the club but can be changed by the member if desired.
6. If any on line purchases are made from the club shop then the purchaser’s name, postal and email addresses will be sent by unencrypted email to the Regalia Secretary and Treasurer. For all purchases, the purchaser’s name and email address is stored on the club website, which is only available to the Regalia Secretary, Treasurer and Webmaster.
7. All financial transactions carried out on line between an individual and the club are facilitated via a third party, currently PayPal. As such the club holds no financial details on its website or in its membership spreadsheet.
8. The club does not share any personal information with any third party, apart from one exception. This is for postal members, whose names and postal addresses are posted to the club magazine printers in the form of pre-printed sticky labels for them to use to distribute the magazine each quarter.
9. The club will use the personal data it holds to communicate with its members in order to operate as a classic car club. Whenever possible, the preferred method of contact is by email, followed by post. Only in very exceptional circumstances would the club contact a member by telephone. The normal reasons for contacting members are as follows:
  - Distribution of welcome pack and membership cards
  - Distribution of the quarterly club magazine (“The Viking”)
  - To offer renewal of membership
10. Occasionally a broadcast email may also be sent if there is an important and urgent announcement, such as the cancellation of a club event. If the club receives an enquiry about specific cars or members, this will be acknowledged and referred to the member concerned, who may then choose whether to respond and/or divulge their own personal information.
11. You may request details of personal information that we hold about you. If you would like a copy of the information held on you please contact the club’s Membership Secretary either by using the “Contact Us” facility on the club website or by using the information published in the latest edition of “The Viking”.