



DATA PRIVACY NOTICE

The Saab Owners Club of Great Britain Limited

1. Your personal data – what is it?

- 1.1. Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

- 2.1. The Saab Owners Club of Great Britain Limited (SOC) is a Motor Sports Association (MSA) Registered Club and also a not for profit company limited by guarantee. Our Registered Office is "Longview", Central Road, Dearham, Maryport, Cumbria CA15 7ER; Reg No: 01189665.
- 2.2. SOC is a data controller and processor and in-line with General Data Protection Regulations (GDPR). We are developing enhanced processes for the handling and safe storage of any personal data we hold pertaining to SOC members and third-party organisations with whom we have dealings.
- 2.3. SOC is not required to register with the ICO (Information Commissioner's Office) as it is a not-for-profit organisation and as so exempt. However, as a reputable organisation, we aim to adhere to the principles of the Data Protection Act (DPA) and ensure best practice for managing information.
- 2.4. The club is managed by a Board of Directors, elected by the membership at its Annual General Meetings. The Board of Directors decides how your personal data is processed and for what purposes.
- 2.5. The Company Secretary will become the data controller for GDPR purposes.
- 2.6. Directors have the use of the membership database for certain club purposes. They undertake only to use personal data they have access to judiciously and in line with their Code of Conduct and their normal duties such as arranging events and activities, managing the club website and social media platforms, ensuring club finances are managed prudently, operating a club shop, coordinating local activities etc.
- 2.7. Additionally, other volunteers have access to a limited amount of personal data to allow for the creation and maintenance of local groups (Branches) around Great Britain, for maintaining registers of the differing historic model owners, for valuation purposes and keeping details of historic or meritorious vehicles, for library and archive purposes. Group organisers, register keepers and specialist officers are required to follow board policy regarding the processing of data.

3. Third parties

- 3.1. A great deal of personal data is managed on behalf of the directors by MYPEC Member Services, a separate company that administers and manages the Saab Owners Club

Membership database. MYPEC Limited is registered with the Information Commissioner's Office (ICO) as a data processor. MYPEC is GDPR compliant and has updated its management of personal data for both existing and potential SOC members and has circulated the current membership of the changes to its practices required by the new regulations.

- 3.2. Additionally, the distribution of the bimonthly club magazine 'Saab Driver' is undertaken by a second company, HMCA Services, similarly registered with the Information Commissioner's Office (ICO) as a data processor. This company has limited access to members names and addresses. This company works closely with MYPEC Limited, who have ensured it has also reviewed its practices to ensure compliance with the regulations.
- 3.3. SOC has an arrangement with Chris Knott Insurance Brokers for the administration of a club vehicle insurance scheme. SOC confirms with this company by request that particular clients are current SOC members.

4. How do we process your personal data?

- 4.1. The Saab Owners Club of Great Britain complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.
- 4.2. We use your personal data for the following purposes:
- 4.3. To enable us to develop and provide a range of services for the benefit of club members;
- 4.4. To oversee membership records;
- 4.5. To manage our volunteer workers;
- 4.6. To manage subscriptions and other club income;
- 4.7. To maintain club accounts and records;
- 4.8. To maintain registers of members vehicles and interests;
- 4.9. To organise events and activities, centrally and locally;
- 4.10. To inform members of news, events, activities and services offered by SOC;
- 4.11. To promote the interests of the club;
- 4.12. To maintain contact with Orio AB, Saab Authorised Service Centres and other specialist service providers in the best interests of members;
- 4.13. To maintain contact with The Saab Car Museum, The Saab Car Museum Support Organisation, and other clubs and associations world-wide with an interest in Saab cars

5. What is the legal basis for processing your personal data?

- 5.1. Membership of the Saab Owners Club of Great Britain Limited gives explicit consent of the data subject so that directors/officers can keep members informed about news, events, activities and services and process subscriptions and other payments and keep you informed about club happenings.

6. Sharing your personal data

- 6.1. Your personal data will be treated as strictly confidential and will only be shared within the club in order to carry out normal and advertised club activities.
- 6.2. We will only share your data with third parties (other than those partner companies already noted), with your consent or to comply with the law.

7. How long do we keep your personal data?

- 7.1. We keep key data during the time that the subject and any family members hold current membership and for 6 months after membership has lapsed. Membership is normally held on an annual basis; in addition the club has a small number of life memberships.

7.2. Basic contact information is kept for 2 years after membership has lapsed, in order to deal with potential queries.

7.3. Safeguarding records are kept in perpetuity

8. Your rights and your personal data

8.1. Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

8.2. The right to request a copy of your personal data which the Saab Owners Club of Great Britain Limited (SOC) holds about you;

8.3. The right to request that SOC remove any personal data if it is found to be inaccurate or out of date;

8.4. The right to request your personal data is erased where it is no longer necessary for SOC to retain such data;

8.5. The right to withdraw your consent to the processing at any time;

8.6. 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;

8.7. The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]

8.8. The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

9.1. If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

10.1. To exercise all relevant rights, queries or complaints please in the first instance contact the Company Secretary.

10.2. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

COOKIE AND LEGAL POLICY

This policy applies to your use of the SOC's websites which appears at the URL <http://www.saabclub.co.uk>

1) Cookies

A cookie is a simple text file that is stored on your computer's hard disk so that the website can remember information about you and your preferences. A cookie will typically contain the name of the domain from which the cookie has come, the 'lifetime' of the cookie and a value, usually a randomly generated unique number. Cookies can help a website to arrange content to match your preferred interests more quickly and are used by most websites. Cookies cannot be used by themselves to identify you. Cookies may be either 'Session' or 'Persistent'. 'Session' cookies are temporary and only exist in the period you access our website. They assist our website remember what you chose on the previous page, thereby avoiding the need to re-enter information. 'Persistent' cookies remain on your computer's hard drive after you have visited our website. They help us identify you as a unique visitor.

We use cookies:-

To improve your experience of our website by tracking visitors who reach our site and the path they take.

With our online application process for security to protect you and prevent fraudulent activities.

To understand how our club initiatives, campaigns and promotions are working to enhance our site design, offers and promotions.

When you visit our website, our advertisers or service providers may send you cookies. They may use the information they obtain to track your browser across multiple websites and build a profile of your web surfing.

2) Cookies on our websites currently

The table below summarises the cookies on our websites and their purposes.

Name

Description

Expiration

CFID

Essential to maintain the session throughout the visit to the site

At the end of the session

CFTOKEN

Essential to maintain the session throughout the visit to the site

At the end of the session

__utma

This is a Google Analytics cookie that we use to collect information about how visitors locate and use our website. This helps us to continue to improve the site.

This is a 3rd party cookie

2 years from set/update.

__utmb

This is a Google Analytics cookie that we use to collect information about how visitors locate and use our website. This helps us to continue to improve the site.

This is a 3rd party cookie

30 minutes from set/update.

__utmc

This is a Google Analytics cookie that we use to collect information about how visitors locate and use our website. This helps us to continue to improve the site.

This is a 3rd party cookie

Not set.

__utmz

This is a Google Analytics cookie that we use to collect information about how visitors locate and use our website. This helps us to continue to improve the site.

This is a 3rd party cookie

6 months from set/update.

SOC's Website 'Cookie' Policy

3) Enabling/Disabling cookies

You have the ability to accept or decline cookies by modifying the settings in your browser.

However, you may not be able to use all the interactive features of our sites if cookies are disabled.

4) Google Analytics

a) Our websites use Google Analytics, a web analytics service provided by Google Inc. ("Google").

Google Analytics uses cookies to help our websites analyse how users use the sites. The information generated by the cookie about your use of our websites (including your IP address) will be transmitted to and stored by Google on servers in the United States of America.

b) Google will use this information for the purpose of evaluating your use of our websites, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties when required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

5) Consent

By using our Websites, you consent to the processing of data about you by the Saab Owners Club of Great Britain Limited (SOC), and Google in the manner and for the purposes set out above.

Contact us

If you have any questions about our cookies or this policy, please contact us by post, email, telephone or fax, as below:-

The Data Controller, The SaabOwners Club of Great Britain Limited, "Longview", Central Road, Dearham, Maryport, Cumbria CA15 7ER

E-mail address: - webmaster@saabclub.co.uk