

Morris Commercial Club

Our Data Processing Statement

Currently the club maintains three databases :-

1.. The Membership list. This information has been sourced from membership forms, and its primary use is to generate address information for the mailing the clubs magazine, for membership administration, and as subset, (excluding the postal address), in the Members Handbook. This is circulated only to members. For new members, a subset is used in the first Recalling issued after they join, to welcome them as new members. Where a member has not given consent for certain elements to be displayed, such as phone number or email address, that information is withheld from published lists.

2.. The Vehicle List. The primary source of information for this list, is the Vehicle Details Sheet, and where one has not been completed, basic vehicle information is derived from the membership form. This information is used to generate the Vehicle List in the member's handbook, and can be used to derive captions for photographs or for vehicle information sheets on display vehicles. Information may also be used to assist in the dating of similar models of vehicles.

3.. Members Archives List. This information is derived from Archive List forms completed by members.

Please be aware of the following :-

The paper copies of **Membership forms** and **Vehicle Details sheets** are filed in *membership number order*, and are kept for historic purposes. This is to enable the club to use the same membership number for a returning member, and helps in tracing the history of a vehicle.

The club is a not for profit body, with a particular aim which relates to members, and data records are kept indefinitely for historic research purposes. Data is not passed onto a third party, other than that required by a printer to mail out the magazine. The club will not pass a member's address on to another member, except by specific consent. E.g. a vehicle inspection.