



Nene Valley H.O.G. Chapter (9946)

PRIVACY STATEMENT AND THE GENERAL DATA PROTECTION REGULATIONS

Nene Valley H.O.G. Chapter is part of the Harley Owners Group. It retains its status as an official H.O.G. Chapter through an agreement directly with H.O.G. UK. The Chapter has a management Committee made up of members from the Chapter and takes its responsibility for the Protection of your personal data seriously. This privacy statement tells you what to expect when we collect personal information about you.

The General Data Protection Regulations (GDPR) came into force on 25 May 2018 and is designed to unify data privacy requirements across the European Union and works in conjunction with the Data Protection Act 2018. There are several data protection principles and these detail how data on individuals are obtained, stored and processed as below: -

- a) data must be processed lawfully, fairly and in a transparent manner in relation to individuals.
- b) must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- c) must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- d) must be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- e) must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- f) must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

What data will we hold on you

We will only collect such personal data from you as we need in order to enrol you as a member, be able to contact you by telephone, digital communication, and by post. We will also hold data about the rides you have attended on rideout sheets to determine the points you have accumulated each year for the annual awards. If you wish to be considered for the Chapter high mileage award each year, we will also record the mileage you have achieved for each Harley bike you own. Should you partake in one of the Chapter away weekends or rallies, then the lead rider or organiser will hold details of your bookings.

How will we keep your data?

Member data is stored on servers in a modern, secure, purpose-built data centre in the UK; the hosting company is ISO27001 certified. All personal data is encrypted and protected by two factor authentication. All changes are mirrored across backup servers in real time and hourly encrypted system backups are sent to a second secure data centre, also in the UK.

Our Promise to you

Your data will only be kept on our records for the purposes of Chapter related activities and also sending you your annual subscription reminder.

How will we keep your details up to date?

We will as far as reasonably practical endeavour to keep up to date with your data. We do however rely on you to advise us if your details change. You will have the opportunity to update your details at the annual renewal date.

How long will we keep your data for?

Your data will only be kept for so long as you allow us to keep it, you can request for it to be deleted at any time. Application /renewal forms are scanned and the digital copy is kept for 6 years which is a H.O.G. and Inland Revenue requirement. The original form is shredded afterwards, trips and events will be shredded after each event is finished.

Your rights

Under the Data Protection Act 2018 and The General Data Protection Regulation 2018 you have rights as an individual which you can exercise in relation to the information we hold about you. You have a right to Complain to the Information Commissioners Office if you consider that we have breached our data obligations.

Chapter website

The Chapter website contains important documents like the H.O.G. Annual Charter, Chapter minutes, Chapter Handbook, Committee handbook, accumulated points and the application/renewal form. It also shows upcoming events and a Forum page for members to post topics of interest. To access the members' only section, please follow the registration instructions. You will need to provide a user name and password to be set up.

Security

The website is hosted in the US but it is a members' only website with access by password. So care must be taken to protect your password. The website has a security certificate to provide greater security for information held on the website. All the website registration details are only accessible by the Webmaster and other admin Officials.

If you contact us via social media or email

The Chapter has accounts with Facebook and other Social Media platforms, and these 3rd parties will have their own appropriate filters and security controls. The Chapter Facebook group is for members only, so a request to join has to be sent to the administrator. The content is only visible to members and is also monitored by the administrator.

Complaints or queries

The Chapter tries to meet the highest standards when collecting and using your personal information. For this reason, we take any complaints we receive about this very seriously. We encourage members to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. If you want to make a complaint about the way we have processed your personal information, you can contact us at membership@nenevalleyhog.co.uk

Access to personal information

You have a legal right to know what data we hold on you. We will address this if you make a 'subject access request' under the GDPR. If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

To make a request to the Chapter for any personal information we may hold, you need to put the request in writing addressing it to the Secretary. If we do hold information about you, you can ask us to correct any mistakes.

Links to other websites

This privacy statement does not cover any links within the website linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy statement

We keep our privacy statement under regular review and will be updated if any future legislation requires it or a problem is found with our systems. Responsibility for keeping the statement under review rests with the current Chapter Secretary who also has the role of Data Protection Officer.

How to contact us

Details on how to contact us can be found on the website, in the monthly magazines or by speaking directly to the Secretary at the monthly club nights.