



To All Members of The 20-Ghost Club

The General Data Protection Regulation is coming into force in May 2018 and the 20-Ghost Club is committed to operating within it and protecting your personal information. The Regulation requires that the Club identify its legal bases for processing of personal data. The Club has one main basis: that the holding and processing of data about members is necessary for the legitimate interests of the Club. Members have an expectation that the Club will hold and process their personal data, both in our manual records and on our database. The purpose of this circular is to inform you of those legal bases, and to ask you to confirm your consent to all or part of the data holding, processing and handling described below.

The data we hold are names of members, and partners if given to us, addresses, telephone numbers, email addresses, dietary requirements and details of Club qualifying cars owned by each Member. These data are retained for as long as an individual is a member of the Club and are deleted when a Member leaves the Club, although the fact that a Member has owned a particular car may be retained on the Club Website in the section on history or the cars; the information that a member has won a trophy may also be retained. Members' personal data are not shared with any person or organisation outside the Club and are available within the Club to Members only upon login to the website with a secure password. Passwords are not shared with anyone, not even the Database Manager. If a Member does not want any specific personal data to appear on the Members' website, we honour that request.

Unless a member has requested otherwise, Members' names and addresses are used for the purposes of sending out e-mails and postal correspondence including subscriptions, notices of the AGM, *News and Record*, *The Members and Cars List*, notifications of forthcoming events and the recording of participants and their cars on Club tours and other events.

Unless a member has requested otherwise, Members' names and addresses are included in the *Members and Cars List*, which is distributed in hard copy to Members and contains an instruction that it cannot be shared outside the Club. *News & Record* may contain some personal data.

I/we confirm consent for the Club to hold and share personal data with Members only as described above ☐ Please tick.

Your Name(s).....

We earnestly request return of this form confirming your wishes.

Please return, by email or post, to Dr Henry Fitzhugh, Database Manager,
56 Argyle Street, London WC1H 8ER, UK. Email: henryfitzhugh@talktalk.net,
Telephone +44 (0)20 7837 9980.

If any data breach or unauthorised disclosure takes place, Members have a right to complain to the Information Commissioner, but we hope they would take up any issues with a member of the Committee first.