

Freeway Caravan and Camping Club (FCCC) takes your privacy seriously. We are a 'controller' of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you apply to become a member or renew your membership we may ask you for some or all of the following personal information:

- Contact details – name, address, email address and phone number
- Unit type (Caravan/Motorhome/Tent)
- Safety and emergency details – next of kin, spouse

If you do not provide us with all of the personal information that we need, this may affect our ability to offer you our membership services and benefits.

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal notice and information about events in the club.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Record attendance at rallies
- Provide you with news and updates about rallies, meetings and important club information
- Raise Awareness of the club's activities by capturing photos, videos, etc at Rallies. We will use this for promotion, marketing and membership information such as posting on our facebook group
- Respond to and investigate your questions, comments, complaints, concerns or allegations

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

FCCC will not share your data with any third party.

How we protect your personal information

Your personal information is accessed by our Membership Secretary and the duly elected FCCC committee only for the purposes set out above. It is stored by the club in an electronic format on Google Drive. Access is password protected and is provided to our Chairman, Membership Secretary and Treasurer only. Any paperwork records not held online are held in a secure locked cabinet.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 2 years.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your personal information
- Access the personal information that we hold about you through a 'subject access request'

For more information, please contact the Chairman at info@freewayccc.co.uk