

# Daimler & Lanchester Owners' Club

The **DLOC** respects your privacy and we will only use your information in the way we describe in this notice. When using your information, we aim to be fair and transparent, and to follow our obligations under UK data protection laws. Your information is used only for administering club membership and activities.

This policy has been drawn up to comply with the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018 which came into effect on 01 January 2021.

**Information Commissioners Office:** The DLOC is registered with the ICO. The registration number is 00010023261. The **DLOC** is the data controller for UK GDPR and the UK Data Protection Act 2018. If you feel you have cause for complaint relating to data privacy, you may make a complaint to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

Our Club Office address is:

DLOC Ltd., 47 Water Street, Arbons House, Lavenham, Suffolk CO10 9RN UK.

**Our Club contact for privacy and data** is **Graham Emmett** who can be contacted at the address for the Club Office or by email to [membership@DLOC.co.uk](mailto:membership@DLOC.co.uk)

**Your rights:** You are entitled to a copy of the information we hold about you, and to correct any inaccuracies. You can do this yourself using the facilities provided on our website at [www.dloc.org.uk/update](http://www.dloc.org.uk/update)

You may ask us to stop using your information, and to delete it. However, if you ask us to do this we will not be able to continue to supply you with our services and your membership will cease.

**Security for your information:** Your information is held securely by the DLOC using the computer 'Crossmember' system provided by Wire Wheels Webbers Ltd of 25 Stourhead Drive, Northampton NN4 0UH and our appointed membership management service provider, The Lavenham Press Limited of Arbons House, 47 Water Street, Lavenham, Suffolk, CO10 9RN. The DLOC, Wire Wheels Webbers Ltd and Lavenham Press take all reasonable steps and maintain appropriate security measures, to protect your information.

**Collecting your information:** We collect your information when you fill in membership application or renewal forms. You can give us your information using paper forms or complete the membership information online at our website [www.dloc.org.uk](http://www.dloc.org.uk). The information you give us may include your contact details (name, address, telephone number, email address), membership number and other information such as vehicle details.

**Using your information:** We use your information when you first apply to become a member of the **DLOC** and then to administer and renew your Club membership and to provide you with member benefits. We will use your information to despatch the club's magazine and

other e-mail and postal communications. We may use your information to send you Club information by post or email which may include information about offers in our club shop or by suppliers. **For events:** We also use your information when you enter or are invited to Club events. We may publish some of your information in events programmes which is relevant to the context of the event and this will be in the public domain.

We will not sell your information to another organisation.

**Data Retention:** Because we are a car club and keeping a vehicle register is an important part of what we do, we would like to keep your data indefinitely so that we have an owner history of all the vehicles on the register. If you leave the club, you can ask for your data to be deleted by contacting the Membership Manager at [membership@dloc.co.uk](mailto:membership@dloc.co.uk)

**Sharing your information:** We may share your information with Members of the Club Board, Board Secretary, Membership Management company, your Regional Organiser, your Model Specialist/Registrar, the Branch/Registrar Administrator and any other authority if we must comply with a legal obligation.

We will also share your information with service providers, for example Lavenham Press Ltd and Wire Wheels Webbers Ltd. Lavenham Press are our Membership Management company and print and post our Club magazine. Wire Wheels Webbers Ltd provide the Club Membership system, access to membership records is only authorised by the Club if technical support is required.

We will share your information with the Editor of our magazine, "The Driving Member" who may make contact seeking articles of interest or similar contributions. We will share your email address with your local branch organiser and your model specific registrar so that they can invite or remind you of the arrangements for meetings, events or information specific to your local branch or model.

**Our website:** When you use our club website we may collect information about you and in particular, your IP (Internet Protocol) address, by using cookies. We use this information to improve your web experience. Cookies help us to recognise you when you return to the website, and they may also help you to login securely to our web-based services, including on line renewal and payment. The Club website might contain links to other websites such as partners and advertisers. If you follow links to other websites, please review the privacy policy for each site because we are not responsible for information you share on those sites.

This privacy notice was last updated on 8<sup>th</sup> February 2021.