

The XR Owners Club was formed in 1983 to cater for enthusiasts of the Ford XR range of cars; this also includes derivatives such as the Fiesta Supersport and Mk3 Escort 1.6i Cabriolet, and a wide range of non-European Ford XR vehicles.

As a club we are committed by law to protect your personal data:

**Our General Data Protection Regulation policy:**

As a current or lapsed member:

**1. What personal information is obtained and held about you?**

- a. Full name, date of birth, full postal address, and contact information including telephone numbers and email address(s).
- b. Applicable vehicle details including: make and model, registration number, engine, colour, modification details, year and condition.
- c. Requests for club valuations (in addition to b. above): VIN number, images, and all additional information detailing condition and ownership history as provided by you. This information is retained to assist with any future valuation requests you make.

**2. How is this information collected and stored?**

- a. Personal data is collected via online and paper membership application forms, online event booking forms and emailed valuation requests.
- b. Your membership data is held on the club's offline membership database. The Membership Secretary will use it to record, process and maintain your personal data.
- c. Online event booking data will be retained offline and processed by the Membership Secretary.
- d. Your valuation data is stored offline by the current Valuations Officer for your specific vehicle model.

**3. How is my information dealt with, and how long is it kept for?**

- a. New member application details are keyed onto the club's membership database. Both electronic and paper-based application forms are usually destroyed after 6 months, unless any discrepancies have arisen.
- b. Online event booking information will usually be destroyed within 6 months of the event taking place, unless any discrepancies have arisen.
- c. Lapsed members' details will be retained for 10 years after membership has expired. This will allow returning members to retain their original membership number, and dependent upon the time since expiry, retain continued membership status.
- d. Vehicle valuation details will be retained for 10 years after membership enquiry. This will make it easier for returning members to obtain a vehicle valuation.

**4. Will the club share or sell your my data?**

- a. Under no circumstances will your details be shared with any third parties without your express permission.
- b. Under no circumstances will your details be sold to any third parties.

**5. Who will have access to my data?**

- a. XROC Committee members – for the purposes of maintaining contact with you and running XROC in accordance with the club's constitution.
- b. Your local Branch Secretaries – who keep you informed of local branch events/
- c. Employees of Business Online Solutions Ltd – our web hosting company.

**6. What are my rights and how do I request a copy of my data?**

Individuals have several rights under GDPR which the XR Owners club adheres to:

Right to be informed	You are informed of how your data is collected, stored and processed in a clear, accessible way	As detailed in the club's GDPR policy above
Right to access	You can request access to a copy of your data in electronic form	This will be completed free of charge within one month
Right to rectification	You are entitled to have your data corrected if it is inaccurate or incomplete	Completed within one month
Right to erasure	You can request the deletion of your data	On request, erased within one month. Only your membership number retained for system reasons
Right to restrict processing	You can request a halt on processing if you object to accuracy or purpose, but data can still be held until resolved.	Stoppage should be immediate, and often temporary
Right to data portability	You can request your data in a suitable digital format, sent either directly to you or to a third party	We shall do this within one month, two if it is a particularly complex task
Right to object	You can in certain cases, object to the processing of your data, e.g. in direct marketing	We will provide reasonable means to object and act on this within one month
Rights in relation to automated decision making	You can object to potentially damaging decisions being taken against you based only on automated data processing	You should allow the individual to challenge and request human intervention

The XR Owners Club Membership Secretary fulfils the legal role of "Data Controller and Data Processor", and a copy of your data can be requested from them by writing to the following address:

XROC Membership Secretary, 60 Abbs Cross Gardens, Hornchurch, Essex, RM12 4XJ