

# Privacy policy & data subject rights

This policy aims to support your right to be informed. The document covers how we process the data of individuals who use this website.

## Identity and contact details

The West Berkshire Classic Vehicle Club (“WBCVC”) is the controller of the data that is captured on the [newburycarshow.co.uk](http://newburycarshow.co.uk) website.

Please [click here](#) to find out more about WBCVC. You can contact us by email using [info@newburycarshow.co.uk](mailto:info@newburycarshow.co.uk).

Our supervisory authority under the UK's General Data Protection Regulation (GDPR) is the Information Commissioner's Office (ICO). We are based in the United Kingdom.

To contact the individual responsible for Data Protection in our company please use the details above.

## What data we process

In relation to this website, WBCVC gathers and processes data on people who visit the website and those who use the website's “contact us” form or email details to get in touch.

### Website visitors

We gather and process data on website visitors by capturing IP addresses, which we may use to track number of visitors and statistics so that we can improve our site. We do not gather special category information on website visitors.

Our legal basis for processing this data is ‘legitimate interests’.

### Website visitors who contact us

We gather and process information on people who use the contact form or the email address published on our website. If you complete the contact form and click on the ‘Send Message’ button, then we will receive an email with that message, your email address and your name.

We use a lawful basis of Consent to process this data. We will use the information that is provided on our Contact us form only to respond to enquiries that are outlined in the ‘message’ section of the form.

We do not gather special category information on people who use our contact form or email address.

## Any recipient or categories of recipients of the personal data

WBCVC do not pass data on to other data controllers.

Organisations who manage our website can act as transient processors of your data.

## Details of transfers to third country and safeguards

We will not transfer your data to countries outside the UK to destinations that are not considered '[adequate](#)' by relevant legislation without additional safeguards or where we have the explicit consent of the individuals concerned.

## Retention period or criteria used to determine the retention period

We will retain the information you provide to us through the contact form or contact email address for as long as it is relevant while dealing with your enquiry. We may route the details you have sent to different individuals within WBCVC so we can best deal with your enquiry. This routing may mean that the details are sent to people's personal email addresses as the WBCVC is not a separate commercial organisation and the people who 'run' the WBCVC and Car Show are volunteers.

Once we have resolved your enquiry then we will delete the email that we have received that relates to your message.

If these data retention timescales clash with legal or contractual obligations then these other obligations will override the retention timescales outlined. All records are disposed of securely when deleted.

## How we look after data

We take reasonable technical and procedural precautions to prevent the loss, misuse or unauthorised alteration of personal data.

We store the personal data that we collect securely. We do not publish the details of the safeguards we use to protect the personal data that we control as this could reduce the effectiveness of those safeguards.

## Cookies

Cookies are text files placed on your computer to collect information about which pages you visit, and how long for. This information is used to track use of the website and to compile statistical reports on website activity.

When you visit our website you will be presented with a choice which will allow you to decide whether cookies are used or not. In a few cases some of our website features may not function if you choose not to allow cookies on our website.

Anonymised data derived from the cookies may be shared with third parties to enable us to conduct web analytics to monitor use of our website. We use Google Analytics and you can opt out of Google Analytics by using this link: <https://tools.google.com/dlpage/gaoptout?hl=en=GB>.

## Other websites

This privacy policy only applies to data under our control. The policy does not cover data controlled by other organisations, even if we publish the link to their websites on our web pages. Please view the privacy policy of the organisation's website concerned to see how they manage your data if you are providing your data to them.

## Your rights

WBCVC recognises the rights of individuals as defined in the UK and EU's GDPR.

We will always seek to uphold those rights and the links provided will enable you to communicate with us to exercise those rights, where relevant.

- Your right to be informed (this page and further information in communications we might send to you); for more information, please [click here](#).
- [Your right of access](#); for more information, please [click here](#).
- [Your right to rectification](#); for more information, please [click here](#).
- [Your right of erasure](#); for more information, please [click here](#).
- [Your right of restriction of processing](#); for more information, please [click here](#).
- [Your right to data portability](#); for more information, please [click here](#).
- [Your right to object](#); for more information, please [click here](#).

We do not carry out automated decision making and profiling; for more information, please [click here](#).

WBCVC recognises your right to lodge a complaint with a supervisory authority. You can access the ICO's website from [this link](#).

You can access a list of contact details for the EEA's supervisory authorities using [this link](#).

## Version control

Date	Alterations	Owner	Initials of reviewer
23 Feb 2022	Initial draft of document	Andrew	