

Date

Name (s)

Address..

Address

Address

Post Code

Dear

**Data Controller: European Caravanning Association (ECA)**

**Data Protection Officer: Secretary ECA**

The ECA collects and processes personal data relating to its members solely in order to administer the rally club and run rallies. The ECA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does the ECA collect?**

The ECA collects and processes certain information about you. This includes:

- contact details - your names and address
- telephone numbers
- email addresses
- car registration numbers
- bank account details (cheques received as membership and rally payments)

The ECA may collect this information in a variety of ways, but primarily data will be collected through membership and rally application forms.

Data will be stored on the ECA membership database and hard copies of membership and rally application forms.

#### **Why does the ECA process personal data?**

The ECA needs to process data in order to maintain the ECA membership database and to meet its obligations under that membership contract, in issuing club membership cards, club notifications and newsletters at regular intervals.

On certain occasions photographs may be taken at rallies and then posted on the ECA website. Any member reserves the right to request that a specific photograph may be removed from that website at any time.

#### **Who has access to data?**

Your information may be shared only within the current ECA committee members.

The ECA will not share your data with any third parties or transfer your data to any other source.

#### **How does the ECA protect data?**

The ECA takes the security of your data seriously, and will ensure that your data is not lost, accidentally destroyed, misused or disclosed.

**For how long does the ECA keep data?**

The ECA will hold your personal data for the duration of your membership.

**Your rights**

As a data subject, you have several rights. You can:

- access and obtain a copy of your data held by the ECA on request;
- request the ECA to change incorrect or incomplete data;
- request the ECA to delete or stop processing your data, for example where the data is no longer necessary for the purpose of membership.

If you would like to exercise any of these rights, please contact **The Secretary, ECA Rally Club**.

If you believe that the ECA has not complied with your data protection rights, you can complain to the Information Commissioner. ([www.ico.org.uk](http://www.ico.org.uk))

**What if you do not provide personal data?**

You have some obligations under your ECA membership to provide the ECA with data. Failing to provide the data could mean that you may not receive up to date information and news from the rally club.

Certain information, such as contact details, must be provided to enable the ECA to administer your membership of the club.

Yours sincerely

**Lesley Percil**  
**Secretary ECA Rally Club**

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**Please sign, date and then return one copy of this Privacy Letter to Lesley Percil, Secretary ECA Rally Club, where it will be placed on the ECA membership file.**

**Please ensure you retain the other copy for your records**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name

