



MVT

Data Protection incl Declaration Form

V1.01 October 2024

Previous Versions

Version	Date	Author	Reason
original	January 2020	A Rawsterne	Policy initiated
V1.01	October 2024	Governance Committee	Updates



Data Protection and the MVT

Context: In your capacity as an Officer, you may need access to and be in possession of information (data) such as the list of members and their contact details. Because of this, you need to understand and comply with our Data Protection Policy and procedures, so that you protect members' data in accordance with the law.

It is important that you understand your responsibility and the following information constitutes training in this area.:

The Basics:

All organisations have a statutory duty to act in compliance with the Data Protection Act 2018 (DPA) & General Data Protection Regulation 2018 (GDPR)

Personal data is any information that relates to an **identified or identifiable living individual**. Different pieces of information, which collected together can lead to the identification of a particular person, also constitutes personal data.

The GDPR protects personal data regardless of the technology involved so information stored in IT systems or on paper is included.

You will be in possession of data such as member names, addresses, emails, telephone numbers, renewal dates and area affiliation.

When you this hold data,

- it must be stored securely (eg password protected area of a computer etc or locked drawer). This includes keeping mobile phones password locked if data is accessible on them.
- You must not share or amend the data you hold
- When sending group emails, members email addresses should be entered into the BCC field so that all recipients cannot see multiple addresses.
- Only current data may be held, so historic data must be deleted/disposed of securely.
- Any breach of security that could result in data falling into 3rd party hands, must be reported immediately to the General Secretary gensec@mvt.org.uk

You should read and understand The MVT Data Protection Policy and sign the Area Secretary Data Protection Declaration to agree to follow our policy and procedures.



MILITARY VEHICLE TRUST DATA PROTECTION and PRIVACY POLICY

Purpose: This document outlines how we handle our members' data in compliance with the Data Protection Act 2018 (DPA) & General Data Protection Regulation 2018 (GDPR).

Context: We are a charitable organisation dedicated to the conservation of ex-military vehicles. We are a membership led organisation, run by volunteers for no remuneration. The MVT has procedures in place to keep member's data as safe as possible.

The MVT processes personal data in accordance with the following data protection principles

- personal data is processed lawfully, fairly and in a transparent manner
- personal data is collected only for specified, explicit and legitimate purposes
- personal data is used only where it is relevant and limited to what is necessary for the purposes of processing
- personal data is accurately collected there are reasonable steps taken to ensure that inaccurate personal data is rectified or deleted without delay
- personal data is kept only for the period necessary for processing
- appropriate measures are in place to make sure that personal data is kept securely, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

Details are below in a Question & Answer format:

P1. What data do we collect?

We collect the minimum amount of personal data, like name and address and other contact details to allow the administrative day to day running of the organisation and management of membership. We don't collect sensitive data –like race, religion, sexual persuasion, etc or any details of vehicles owned. Members are asked directly verbally for their permission or asked to sign an electronic or written statement to confirm that they give their data freely, with unambiguous specific consent for the MVT to use their data.

Mandatory Data held

First Name(s) and Surnames/Address/Postcode/
Agreement to Ts and Cs and Code of Conduct

Optional Data Held

Title/Telephone number/email/Area Affiliation/Gift Aid permission

Administration Data held

Date of joining and Direct Debit Yes/No Payment method, date and details

Cards dispatched – date

Date and details of phone calls made to contact centre

Copies of whitemail if received from members

P2. Why do we collect your data?

We collect personal data to allow the administrative day to day running of the organisation and management of membership. We may use data to contact members from time to time about MVT events or member meetings. We don't use member's data for marketing, cold calling with electronic marketing messages or asking for donations (by phone, email, text or social media) etc.

P3. Who do we tell about your data?

We do not share data unless there is a valid purpose which includes:

Members of the Council of Management, if they require it to fulfil their role

Our Membership Service providers so they can process membership applications, renewals and queries

The insurance providers who provide members' Personal Public Liability Insurance (PPLI) which is a membership benefit included with the membership fee.

These 3rd party data processors are contractually liable to comply with the DPA 2018 & GDPR rules.

We do not sell data to anyone.

P4. How do we use your data?

We use data only for valid purposes related to the day-to day administration of the Trust and management of your membership.

P5. How long do we keep your data & how is it protected?

We must only keep data for as long as necessary. If memberships are not renewed, data is kept for 1 year and then deleted in accordance with our memorandum. A member can change their details at any time via the member's account portal on our website, www.mvt.org.uk.

All data is kept safe. We make sure the MVT Officers (Council of Management & Area Secretaries) are adequately trained in data compliance and have completed the MVT Data Protection Declaration Form. We ensure that computers & storage devices containing the data are password protected. We also use strong passwords and multi factor verification processes for our stored digital collections of data.

P6. How can you exercise your rights?

DPA 2018 & GDPR 2018 legislation says you have a right to find out what data the MVT hold about you. The easiest way is to go on our website, www.mvt.org.uk, where you can access your membership account and inspect and amend what data you have given us.

Alternatively, you can contact us by email or telephone – see below. and request all relevant personal information so held, in writing, on payment of £5 to cover printing and postage costs.

P7. How do you contact the MVT direct about your data?

For individual requests about any MVT data related matters you can contact our General Secretary gensec@mvt.org.uk or by telephone 03333218977 option 3

P8. What happens if there is a breach of security?

A personal data breach means **a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.** If there is a breach, the first point of contact will be the General Secretary gensec@mvt.org.uk Evidence of the breach will be kept and notes made. A breach will be reported to the Information Commissioner's Office within 72 hours of it being discovered and reported, if it is likely to result in a risk to the rights and freedoms of individuals. Members will be notified if there is a breach.

P9. What other Data Protection procedures do you have in place?

Our Privacy Notice is written with clear and simple English. We operate a transparent administrative system. Consents for the use of member's data are all freely given, specific and unambiguous. We can handle individual requests about data matters and erase member's data completely when required. We record all data breaches and report to the ICO when required. We have a data breach procedure in place which is unified with our 3rd party data processors. We can demonstrate we take data protection seriously.



MVT DATA PROTECTION DECLARATION FORM

DECLARATION OF SAFE KEEPING BY MVT OFFICER

The main purpose of the use of the Database shall be to enable myself, as an authorised person to communicate with members, enquirers and supporters of the MVT. I understand that improper use of this information is an offence under the DPA, Copyright and Rights in Databases Regulations 1997 S1 1997/3032, and subsequent amendments and that I may be liable for civil and criminal offences for any breaches of the Act(s) for which I am responsible. I may be liable to pay damages to the Military Vehicle Trust (MVT) for contravention of this declaration.

I declare that ALL MVT Database information including membership, enquirer and supporter information supplied to me, in paper format or electronic format, will be kept securely and shall be used solely in connection with the running of MVT matters and that this information shall under no circumstances be passed to any other person or organisation without written permission from the MVT Council of Management (The Data Controller) or their authorised representative.

I understand that I am instructed not to amend the data supplied to me and that it is illegal under the Data Protection Act 1998 (DPA) for me to amend the Database in any way

I understand that the information contained in the Database remains at all times the property of the MVT and must be surrendered to the MVT for example as a result of matters including voluntary or involuntary membership suspension or termination, or in the case of third party authorised 'Data Processors' withdrawal or termination of service, subject to contract. In the event that I am asked to return the Database to the DPO, I agree with immediate effect not to keep or disseminate copies, not to disclose any of the Database records or to bulk transmit information relating in any way to MVT Databases. I will immediately, and within 7 days, return the Database to the MVT DPO or an authorised representative of the MVT CoM.

Please complete in BLOCK CAPITALS:

Full Name

Address

Contact Phone No

Preferred Email

MVT Membership Number

Area Position/CoM Role

I confirm that I understand my responsibilities regarding the Member data in my possession and that I will adhere to the MVT Data Protection and Privacy Policy.

Your Signature

Date

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