

Privacy & Data Protection Notice

Amber Valley Classic Car Club (AVCCC)

Last updated: September 2026

Amber Valley Classic Car Club (AVCCC) respects your privacy and is committed to protecting the personal information provided by our members, website visitors and people who contact the club. This Privacy & Data Protection Notice explains what information we collect, why we collect it, how we use it, who may receive it, how long we keep it and how we protect it.

1. Who we are

Amber Valley Classic Car Club (AVCCC) is a classic car club based in Derbyshire and is an unincorporated association.

AVCCC is responsible for deciding how and why personal information is processed for club purposes. The Club Secretary is the principal contact for privacy and data-protection enquiries.

Contact:

Club Secretary

Amber Valley Classic Car Club

2. Information we collect

Depending on how you interact with the club, we may collect information such as:

- Your name
- Email address
- Telephone number
- Postal address or other contact details
- Details of your classic or other vehicle
- Membership and subscription information
- Information you provide when contacting the club
- Information you provide when registering for or attending club events
- Information provided through AVCCC membership, renewal or event forms
- Photographs taken at club meetings, shows and other activities

We aim to collect only information that is relevant and necessary for the purposes described in this notice.

3. How we use your information

We may use your personal information to:

- Administer your AVCCC membership

- Communicate with you about club membership, meetings, events and activities
- Organise and record attendance at club events
- Respond to enquiries made through the website or directly to club officers
- Process membership subscriptions and maintain appropriate financial records
- Maintain appropriate club records
- Manage the club and its activities
- Publish appropriate club communications, including newsletters and information about club activities

We will not use your personal information for unrelated purposes unless we have an appropriate lawful basis to do so.

4. How we collect information

Information may be provided directly by you, for example when you:

- Join or renew membership of the club
- Complete an AVCCC membership or event form
- Register or confirm attendance at an event
- Contact the club through its website
- Contact a club officer

Some club administration is carried out using third-party services such as Google Forms, Google Sheets, website hosting and email services. Access to personal information should be restricted to authorised people who need it for club administration.

5. Our lawful bases for using your information

AVCCC will identify an appropriate lawful basis for each purpose for which personal information is processed. Depending on the circumstances, these may include:

- Contract – where processing is necessary to administer your membership or take steps at your request before membership is accepted.
- Legitimate interests – where processing is necessary for the proper administration and operation of the club and those interests are not overridden by your privacy rights.
- Legal obligation – where AVCCC needs to process information to comply with a legal requirement, such as applicable financial or accounting requirements.
- Consent – where AVCCC specifically asks for consent for a particular use of information and consent is the appropriate lawful basis.

Where AVCCC relies on legitimate interests, the club will consider whether the processing is necessary and whether the individual's interests and rights override the club's legitimate interests.

AVCCC will determine and document its lawful basis before starting new processing activities and will review it if the purpose of processing changes.

6. Who may have access to your information

Personal information is intended to be available only to people who need it for legitimate club administration. This may include appropriate AVCCC committee members or club officers.

AVCCC may also use service providers to operate aspects of club administration, such as website hosting, online forms, spreadsheets and email services. Where personal information is handled by a service provider, AVCCC will take appropriate steps to ensure that it is handled securely and in accordance with applicable data-protection requirements.

We do not sell members' personal information to third parties.

AVCCC will not disclose personal information to other organisations unless there is an appropriate lawful basis for doing so.

7. Keeping your information secure

AVCCC takes reasonable and proportionate steps to protect personal information against:

- Unauthorised access
- Unauthorised disclosure
- Loss
- Accidental destruction
- Misuse or alteration

Access to membership information should be limited to authorised club officers who need the information to carry out their responsibilities.

Committee members and club officers should use individual accounts where available, avoid unnecessary copies of membership information, protect passwords and avoid sharing complete membership lists unless there is a genuine club-administration need.

8. How long we keep your information

AVCCC will not keep personal information for longer than is reasonably necessary for the purpose for which it is held.

Current membership information will normally be retained while the person is a member. When a person leaves the club, their information will be reviewed and deleted or anonymised when it is no longer required.

Some information may need to be retained for longer where there is a legitimate reason, such as:

- Financial or accounting records
- Records needed to establish, exercise or defend legal claims
- Important club governance or committee records
- Records that AVCCC is otherwise required to retain by law

AVCCC will periodically review retained personal information and securely delete or anonymise information that is no longer required.

9. Your rights

Depending on the circumstances and subject to applicable legal conditions, you may have rights concerning your personal information, including the right to:

- Ask what personal information AVCCC holds about you
- Ask us to correct inaccurate or incomplete information
- Ask us to delete your personal information where there is no lawful reason for us to continue holding it
- Ask us to restrict how your information is used in certain circumstances
- Object to certain processing
- Withdraw consent where AVCCC is relying on consent as its lawful basis
- Request a copy of your personal information

These rights are subject to legal conditions and exceptions. For example, the right to erasure is not absolute and does not apply in every situation.

10. Making a data-protection request

If you would like to know what personal information AVCCC holds about you, or you would like to request correction, deletion, restriction or access to your information, please contact the Club Secretary.

AVCCC will deal with requests in accordance with applicable data-protection requirements.

11. Photographs and club events

Photographs may be taken at AVCCC meetings, shows and other club activities for the purposes of recording and promoting club activities. Photographs may be used in club communications, newsletters, the AVCCC website and official social-media activity.

AVCCC will consider the privacy of individuals when publishing photographs. Where a person has a particular concern about a photograph in which they are identifiable, they should contact the Club Secretary. AVCCC will consider the request appropriately, taking account of the circumstances and any applicable legal requirements.

12. Website, cookies and third-party content

The AVCCC website may use cookies or similar technologies required for the operation of the website and, depending on the services used, may use additional technologies such as analytics or embedded third-party content.

Where non-essential cookies or similar technologies require consent, AVCCC will provide appropriate information and obtain consent where required.

Third-party services used by the website may process technical or personal information in accordance with their own privacy terms. AVCCC will take reasonable steps to use appropriate providers and configure services in a way that is proportionate to the club's activities.

13. Personal data breaches

If AVCCC becomes aware that personal information has been lost, disclosed to the wrong person, accessed without authorisation or otherwise compromised, the incident should be reported promptly to the Club Secretary or Chairman.

AVCCC will assess the incident, take reasonable steps to contain and remedy it, keep an appropriate record of the incident and determine whether notification to the Information Commissioner's Office (ICO) or affected individuals is required.

Where a breach is reportable to the ICO, the applicable reporting deadline will be observed.

14. Changes to this Privacy Notice

AVCCC may update this Privacy & Data Protection Notice from time to time to reflect changes in the club, the website, the services we use or applicable data-protection requirements.

The latest version will be made available on the AVCCC website. Where a change materially affects how personal information is used, AVCCC will provide appropriate information to affected individuals.

15. Complaints

If you have a concern about the way AVCCC has handled your personal information, we encourage you to contact the Club Secretary first so that we can try to resolve the matter.

You also have the right to complain to the UK's data-protection regulator:

Information Commissioner's Office (ICO)

Website: ico.org.uk

The ICO provides information about data-protection rights and how to make a complaint.

16. Contact

For questions about this Privacy & Data Protection Notice, your personal information, or a request concerning your data, please contact:

Club Secretary
Amber Valley Classic Car Club

This notice should be read alongside AVCCC's internal data-protection procedures and any specific privacy information provided when personal information is collected.