

Lea-Francis Owners' Club Privacy Policy Document

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1 Introduction and General Terms

The Lea-Francis Owners' Club (here after described as the LFOC) is committed to protecting your personal information. This Privacy and Cookies Policy relates to our use of any personal information we collect from you via the Membership Application form that you completed prior to being elected as a member and/or any changes of personal information you subsequently advise either in written or printed form by post or email, or in person by word of mouth or over the telephone.

This Privacy & Cookies Policy explains the following:

- what information the LFOC may collect about you;
- how the LFOC will use the information we collect about you;
- when the LFOC may use your details to contact you;
- whether the LFOC will disclose your details to anyone else;
- your choices regarding the personal information you provide to us;
- the use of cookies on the LFOC website (www.lfoc.org) and how you can reject cookies.

The LFOC is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with applicable laws concerning the protection of personal information. No website can be completely secure: if you have any concerns that your LFOC membership could have been compromised – for example someone could have discovered your password – please get in touch straight away by emailing dataprotection@lfoc.org

The LFOC website contains hyperlinks to other websites (and social media sites?) owned and operated by third parties. These third-party websites have their own privacy policies and are likely to use cookies, and we therefore urge you to review their privacy policies. They will govern the use of personal information you submit when visiting these websites, which may also be collected by cookies. We do not accept any responsibility or liability for the privacy practices of such third-party websites and you use of such websites is at your own risk.

2 Who are we?

1. The Lea-Francis Owners Club (also known as the LFOC) exists to:

- (a) to maintain the marque Lea-Francis in its proper eminent position in the motoring world;
- (b) to do whatever is possible to keep these vehicles on the road and in good condition;
- (c) to organize social, motoring and competitive events;
- (d) to enable our members to discuss their vehicles and problems with fellow members;
- (e) to collect and disseminate information on Lea-Francis vehicles generally, with regard to their history and technical details, as well as the availability of spares.

2. Membership: Any person owning a Lea-Francis vehicle of any kind, or having a particular interest in the marque, is entitled to apply for membership of the Club.

3 What Information will the LFOC collect?

When you apply for membership, you will be asked to complete a membership application form. The information required will include details such as your full name, your postal address, home telephone number, mobile number, work number and email address. You are then asked to sign a declaration stating: I have no objection to the publication in club literature of either a) my name, address, home telephone and email address or b) my name and address, or c) I do not wish my details to be published (delete as appropriate). Your work and/or mobile number will not be published unless either is the only telephone number given.

In addition, if you own a Lea-Francis vehicle(s), you will be asked to complete the "DETAILS OF VEHICLE" section, which include the following details: Chassis number, Registration number, Engine number, Year of Manufacture, Model or Type, Colour and Body Type.

The LFOC website may also collect information about how you use our website. This includes collecting unique online identifiers such as IP addresses, which are numbers that can uniquely identify a specific computer or other network device on the internet.

Also, if and when we learn of your spouse's or partner's first name, we may also record that on the Members' database.

In addition, information about changes to your vehicle(s), such as engine, chassis, running gear or bodywork may be recorded as part of the ongoing history of each vehicle, prior to, subsequent to and during your ownership.

4 How will the information we collect about you be used and when?

The terminology above "in Club Literature", will include publication in a **List of Members and their Vehicles**, which is published approximately every other year and is distributed only to paid up members. This **List of Members and their Vehicles** is for the use of the paid-up member only and should not be used for any commercial purpose. It is the responsibility of each member to ensure that these lists do not fall into the wrong hands. The Club cannot accept responsibility for personal information falling into the wrong hands, if a member loses, discards or mislays their copy.

Following your enrolment, your name, contact details and the Lea-Francis vehicle(s) that you own, will usually be announced in the next available issue of the house magazine, "The LeaFlet" . The magazine is distributed to all members every alternate month (i.e. six editions a year), starting with the February issue.

The information we keep on you will also be used to send you communications by post or email, or to reply to correspondence received. (e.g. reminders of outstanding subscriptions, or notifications about Club events).

If the LFOC should propose using your information for any other purpose, we will ensure that we notify you first.

5 Will I be contacted for marketing purposes?

The only marketing we employ is for advertising Club regalia, technical data, spares or events, either via the Club magazine, the Club website or at the Annual Club Rally, normally held in June of each year. Certain issues of The LeaFlet, may contain loose inserts comprising of event entry forms, or reminders about subscription renewals.

6 How long will the Club keep my information?

Apart from your membership number, initials, forenames and surname and approximate location (not house number/name or street) which are kept in the ownership history records of each Lea-Francis vehicle you own or have owned, your details on the Members' Database will be deleted either a) at the end of the year in which you resigned or b) if you have not paid your annual subscription by 31st March each year, your membership will automatically be deemed to have lapsed and your details will finally be deleted on 31st May of that year.

7 Will the Club share my personal information with anyone else?

We will keep your information within the Club's membership and its elected officers. We will not share your information with anyone outside the Club except a) that we have your express permission, or b) to distribute issues of the Club Magazine, which is managed by our appointed printing company, or c), to fulfil and despatch of orders for Club merchandise via a carrier or through the post or d) to facilitate postal correspondence with you.

8 Can I find out what personal information the LFOC holds about me and Can I delete my data?

Under the Data Protection Act you have the right to request a copy of the personal information the LFOC holds about you and to have any inaccuracies corrected, or your data deleted. We will use reasonable efforts consistent with our legal duty to supply, correct or delete personal information about you that we hold in our files. However, deletion of essential information will necessarily mean immediate termination of your membership, with no refund of annual subscription, whether in full or part. Please address requests by email to memsec@lfo.org or to the Membership Secretary whose postal addresses will be found in the most recent copy of The LeaFlet magazine or, from our website main page, go to the **Contact Us** option and scroll down the page.

To respond to your request, we will need copies of two different forms of identification, which can be:

- Current vehicle registration document
- Driving Licence
- Passport
- Birth Certificate
- Utility Bill (from last 3 months)
- Bank Statement (from last 3 months)

9 Web Browser and Email Cookies

a) What is a cookie?

A cookie is a small amount of data which often includes a unique identifier that is sent to your computer, tablet or mobile 'phone (all referred to here as a "device") web browser from a website's computer and is stored on your device's hard drive. Each website can send its own cookie to your web browser if your browser's preferences allow it. Many websites do this whenever a user visits their website in order to track online traffic flows. Similar technologies are also often used within emails to understand whether an email has been read or if any links have been clicked. If you continue without changing your settings, we will assume that you are happy to receive all cookies from the LFOC website and emails.

During the course of any visit to the LFOC website, the pages you visit, along with a cookie, are downloaded to your device. Many websites do this, because cookies enable website publishers to do useful things like find out whether the device (and probably is user) has visited the website before, and this may enable website publishers to tailor the information you see in order to improve your website browsing experience. This is done each time you visit by checking for any cookies from previous visits

b) How does the LFOC website use cookies?

Information supplied by cookies can help us to provide you with a better browsing experience. It also helps us recognise you and remember when you are signed in to the LFOC Members' area on the LFOC website.

c) Third Party Cookies in embedded content on the LFOC website.

Please note that during your visits to the LFOC website, you may notice some cookies that are not related to the LFOC.

The LFOC website uses Google Analytics to collect data about your user behaviour for analysis purposes. For more information, see the Google webpage: "How Google uses data when you use our partners' sites or apps".

10 Changes to the LFOC's Privacy & Cookies Policy

This Privacy & Cookies policy may be updated from time to time, so you may wish to check it each time you submit personal information to the LFOC. The date of the most recent revisions will appear on this page. If you do not agree to these changes, please do not continue to use the LFOC website. If material changes are made to the Privacy & Cookies policy, for instance how we would like to use your personal information, we will provide a more prominent notice (possibly including email notification of Privacy Policy changes).