



North London MG Club

East Lodge Lane
Enfield
Middlesex
EN2 8AS

North London MG Club (NLMGC) Data Protection Policy & Procedures

Rev. V2. Ratified at AGM 07.04.2025

1. Our Data Protection Policy

The NLMGC recognises and accepts its responsibilities under the Data Protection Act 1998 and General Data Protection Regulations 2018. It will handle all personal information in accordance with the principles required by these Authorities:

- a. Personal data will be processed fairly and lawfully.
- b. Personal data will only be obtained for one or more specified and lawful purposes and not processed in any manner incompatible with that purpose or purposes.
- c. Personal data will be adequate, relevant and not excessive in relation to the purpose or purposes to which they are processed.
- d. Personal data will be accurate and where necessary kept up to date.
- e. Personal data processed for any purpose or purposes will not be kept for longer than is necessary for that purpose or those purposes.
- f. Personal data will be processed in accordance with the rights of data subjects under the law.
- g. Appropriate technical and organisational measures must be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.
- h. Personal data will not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection.

The NLMGC Management Committee is the Data Controller for the purposes of these requirements, and personal information may be processed for club purposes.

The NLMGC recognises its responsibilities under GDPR to manage information and data properly, and in a way appropriate to the risk it would represent to the data subject should it be lost, altered. It also recognises the importance of only using data for the purpose for which it was originally acquired, and in line with the consent given by the data subject.

2. Our Data Protection Process

To be read in conjunction with Appendix 1 - Analysis and assessment of the NLMGC's organisational environment, including the NLMGC's Information Asset Register.

To manage our data assets effectively, and to ensure confidentiality, integrity, and availability, of our operational information the NLMGC will:

- a. Identify the information assets it holds and assign appropriate ownership to a management group or individual.
- b. Perform a Data Protection Impact Assessment on each information asset to ensure appropriate and effective controls are in place to mitigate the risk to its confidentiality, integrity or availability.
- c. Where appropriate identify actions against data assets to improve data handling.
- d. Periodically review its information asset register to identify changes, updates, or deletions.
- e. Identify roles within the organisation to manage its information assets and provide appropriate training where required to fulfil these roles.
- f. Provide guidance to those authorised to use information assets to ensure compliance with relevant legislation.
- g. Perform appropriate Data Protection Impact Assessments (DPIAs) on proposed new data sets.
- h. Seek consent from data subjects for the use of their data, and only use their data for the purpose stated, or for a legitimate reason.
- i. Due to the lack of an Events and Social Secretaries the following amendments have been compiled to continue the operation and communication of the club and its members:
 - ☐ To allow an individual member organising an event on behalf of the NLMGC, access to and the use of members email addresses for an event communication purpose only
 - ☐ Attain agreement from each individual member for their email address only to be given to a club member for the purpose of communicating details of an event being organised by that member.
 - ☐ All emails issued and received to be securely retained by the event member
 - ☐ These addresses are not to be retained by the member once the event is completed.
- The above details should be read in conjunction with the “**Guidelines for Events Organisers Data Handling V1a (12.03.2024)**” document and the Privacy and Data Protection document section 6.

The Appendices in this document are living documents, and form part of our commitment to continuous improvement in this area.

3. Our data protection roles

The NLMGC is a small organisation, so Data Protection roles have been kept to a proportional number, we believe this provides sufficient coverage to ensure good practice is maintained in this area.

- a. Data Owner/Manager – a named group or individual responsible for a specific data asset. These can be found in the asset register, in Appendix 1 of this document.
- b. Data protection lead – a named individual responsible for advising data owners and manager on matters relating to data protection. The NLMGC's Data protection lead is Andrew Merryweather.

4. Our Privacy Statement

Where appropriate we will signpost our members and the general public to our privacy statement. This can be found in Appendix 2 of this document. It can and should be used where appropriate on relevant communication material.

5. Our data and information guidelines and training

We have performed an analysis of our operational structure to identify people, processes, and technology that affect our success towards effective handling of data and information. We have then identified appropriate channels, e.g. policy documents, training sessions, etc. that will ensure the quality of our data handling is effective and of an acceptable standard. The results of this work can be found in Appendix 1 of this document along with actions to be carried out.

6. Our commitment to continuous improvement

We recognise that as the organisation changes then so do our needs when it comes to Data Protection requirements and Information Security. The NLMGC Management Committee is responsible for monitoring and periodic review of our Data Protection activities, and for ensuring changes are proposed and implemented where necessary.

7. Data classification and labelling

NLMGCC has three classifications for its information public, internal, and restricted. Information assets are assigned a classification in the Appendix 1.

8. Revised 07.05.25

Rev. V1 October 2019 (from Andrew M original draft) Ratified at AGM 05.04.2022

Rec. V2 Item 2.i ref. to Privacy and data sharing for events, ratified 07.04.2025 AGM.
(highlighted)