



## **Privacy and Cookies**

We only collect the data we need and do all we can to keep it secure.

The website uses cookies to improve your experience, but they can't be used to identify you.

## **PRIVACY POLICY**

We take your privacy very seriously and we would only ever share your personal details if you have given us your express permission, and we will never sell them to other organisations.

Any details you give to us are stored securely and can be withdrawn on request. When you submit the online booking form, (or send a hard copy by e-mail or post, your details cannot be publicly viewed.

Your details will be only be used to arrange your booking. We do not send out newsletters or mailshots.

Your usage of Facebook, Twitter or other social networks would be governed by their privacy policies - we recommend reviewing your privacy settings on these sites to make sure you don't share too much!

If you send us feedback then it may be published on our site - you can advise us if you don't want it used in this way. Of course we'd only use your first names - we wouldn't ever publish your email address or other contact details. You may also choose to send photos or letters by email or post - again please let us know if you don't want these published.

Occasionally we will take photographs of our cars during an event, which we may be used on the club website or on Facebook or other social media, but we will never publish personal data or anything other than first names and a few words about the event.

## **GENERAL DATA PROTECTION STATEMENT (GDPR)**

Important – Please read this statement in conjunction with our club privacy statement.

We take every precaution to protect personal data that is given to us by our customers. The data we receive is used solely for the purpose of carrying out our duties, as the provider of wedding vehicles.

We do not collect email addresses to forward them on to third parties, however, it is necessary for us to share information within the club committee and our event organisers, which is directly related to club events. This may include email addresses, names, phone numbers, relevant to the club event.

Data for payments we receive will be securely stored and details deleted once payment has been made. We will never ask for credit or debit card information in writing and we will never write card details down.

We have a legal obligation to keep club records for a period of 7 years from the 31st January submission deadline for the relevant financial year – this is a minimum amount of time we will keep member information for. All email communication and paper booking records will be destroyed after this time.



Like HMRC, our accountants may require minimal information; however, this will never include email addresses or telephone numbers.

If you require us to delete any information that we hold, please email us with this request to the club membership secretary, however, please note that the exception being the records we need to hold as required by the HMRC for the period as stated above.

## **COOKIES**

You've probably seen the 'This site uses cookies' messages all over the internet now... if you're not sure what cookies are then the BBC has a great explanation including instructions on how to disable cookies.

Most browsers are set to only accept 1st-party cookies, i.e. cookies from the site you are interacting with. This is normally fine, as they are generally used to improve your experience online - that's how we use them:

- Google Analytics and Adwords - this tracks user browsing patterns to enable us to make sure the site is as useful to you as possible. No personally identifiable information is gathered in this.

## **PAYMENT**

Most members and event participants opt to pay using online bank transfer for which we supply you with our bank details or by cheque. No matter how you choose to pay, we do not store any payment information of yours to avoid any security risks. For events the majority of payments will be by cash.

## **COPYRIGHT**

All content on this website is owned by SHVR Ltd unless otherwise stated. Please contact us to ask permission if you would like to use any of the images or text yourself.

## **LIABILITY**

We make every effort to ensure that our website, downloads and emails are virus, spyware and error free. However SHVR Ltd cannot accept any liability for problems or losses caused by using our website or Facebook Pages - we recommend that you always run up-to-date virus and spyware scanning software on your home PC, Laptop, Tablet or Mobile Phone.

The SHVR website and Facebook Pages contain links to external sites and we are not liable for the content (or any loss or damage caused by visiting) these sites. We do try to make sure the links only go to quality sites, so please contact us if you have any concerns.

## **LEGAL**

SHVR is the trading name of SHVR Ltd, for the sole purpose of operating the Swansea Historic Vehicle Register Classic and Vintage Car club on behalf of the members.