

ELEG and your personal data

This note explains how we (ELEG) store and use your data in compliance with the GDPR – General Data Protection Regulation.

We will store and process data in accordance with the Regulations.

Our web-site does not use cookies and we do not track or record those who visit this site.

The information we hold will be your title, name, address, postcode, e-mail address (if supplied to us or if you contact us by e-mail), phone number (if supplied) and details of transactions (such as payment of subscriptions, purchases or bookings for events). This information will be held on a computer and/or in paper form. Our membership database is held in an encrypted file for additional security.

The lawful basis on which we process your data is for the performance of a contract, in other words to administer your membership, issue *Essex Bus News* and to process any purchases or event bookings you make with us.

We will not share your data with any other party, other than the provision of mailing labels to our magazine distributors. We will not contact you for marketing purposes and we do not provide marketing details to any other organisation.

When you pay money to us, we do not retain your bank details (other than an e-mail address in the case of money sent to us by PayPal). With BACS payments the only information we receive is the name of the account the funds have come from. In the case of cheque payments, we do not retain any details other than the account name.

You have the right to request a copy of the personal data we hold about you and the right to request we amend any incorrect data. You also have the right to ask for your data to be deleted (eg after you cease to be a member).

Personal data will be deleted from our records when it is no longer required, in accordance with our data retention policy.

Any enquiries or requests regarding your data should be addressed to the Membership Secretary:

Essex Bus Enthusiasts Group, 272 Shoebury Road, Southend on Sea, SS1 3TT

richard@signal-training.com

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting The [Information Commissioner's Office](#).