

Data Policy Relating to Activities Undertaken by the V765 Registration Officers for the TR Register.

The V765 Registration Officers and the TR Register take responsibility regarding data protection seriously and are committed to meeting their data protection obligations.

The purpose of this policy is to outline how data is collected, stored and processed by the V765 Registration Officers and to ensure that:

- The V765 Registration Officers comply with the General Data Protection Regulations (GDPR).
- The TR Register complies with the General Data Protection Regulations (GDPR).
- Data collected is necessary and only used for the purpose in which the V765 Registration Officers and TR Register require it for.
- Reassure individuals whose personal data is being collected, that data is being handled in accordance with data protection legislation.

The Data Controller

Mick Forey - International Director

TR Register Limited.

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Data Protection Officer (DPO)

The TR Register Limited is not required to appoint a DPO. Therefore, a DPO has not been appointed.

Data Protection Principals

The V765 Registration Officer will report any data breaches to the TR Register data controller immediately. The TR Register will be responsible for reporting data protection breaches to the Information Commissioner's Office (ICO) within 72 Hours.

Data submitted to the V765 Registration Officer will be processed in a manner that ensures the appropriate security of personal information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures.

Data collected, stored and processed by the V765 Registration Officer will be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

Data submitted to the V765 Registration Officer will be processed lawfully, fairly and in a transparent manner in relation to an individual's privacy.

Data will be collected by the V765 Registration Officer for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

What Data Do the V765 Registration Officers Collect?

The V765 Registration Officers collect the following personal information from individuals:

- Name
- Address
- Telephone Number
- Email Address
- Date of Birth
- Driving Licence Details

How is Data Collected by the V765 Registration Officer?

All data and personal information is submitted to the V765 Registration Officers by individuals. This data and individual's personal information is received by the V765 Registration Officers in the following ways:

- Information is posted by individuals to the V765 Registration Officers' personal address.
- Information is posted to the TR Register's registered address. This information is then directed to a V765 Registration Officer for processing.
- Information is also emailed to the V765 Registration Officer via a dedicated TR Register email address. (v765@tr-register.co.uk).

Why do the V765 Registration Officers Process Data?

The V765 Registration Officer collects personal information on behalf of the TR Register in order to deliver the services expected by TR Register members.

Data and personal Information collected by the V765 Registration Officers is necessary to assist individuals in the registration of their classic/heritage motor vehicle(s) with the Driver and Vehicle Licensing Agency (DVLA).

Who has Access to Data collected by the V765 Registration Officer?

As part of the V765 Registration Officer's role and for the purpose in which he/she collects and processes data, the data and personal information submitted by individuals will be shared with the UK's Driver and Vehicle Licensing Agency (DVLA) only.

The V765 Registration Officer does not share data and personal information collected from individuals with any other organisation and does not share data and personal information on individuals with countries outside the European Economic Area.

How long do the V765 Registration Officers keep Data?

The V765 Registration Officer will retain data and personal information submitted by individuals for as long as necessary to fulfil the purposes for which it has been collected. Usually a period of six months is necessary.

All Data and personal information collected by the V765 Registration Officer that is no longer required, will be securely and permanently deleted and/or destroyed.

How does the V765 Registration Officer protect data?

Physical data collected by a V765 Registration Officer is stored in files in a secure lockable filing cabinet or desk. Access to this filing cabinet is restricted to a V765 Registration Officer only.

Digital data collected by a V765 Registration Officer is stored on his/her personal computer system. This computer system is password protected.

Data shared with the DVLA is submitted by conventional mail services.

Your Rights as a Data Subject

Under the GDPR individuals have a number of rights in relation to personal data. This includes the right to obtain confirmation that their personal information is being processed. Individuals have the right to submit a Subject Access Requests (SAR) to gain access to their personal data in order to verify the lawfulness of the processing.

The V765 Registration Officer will verify the identity of the individual making the request before any information is provided. Information will be supplied to the individual free of charge. However, where a request is manifestly unfounded, excessive or repetitive, a reasonable fee may be charged by the TR Register.

Where a request is manifestly unfounded or excessive, the V765 Registration Officer holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the ICO, within 30 days of the refusal.

All requests will be responded to within 30 day of receipt. In the event of numerous or complex requests, the period of compliance will be extended by a further 30 days. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within 30 days of the receipt of the request.

All requests for access or disclosure will be shared with the TR Register's data controller. Requests for access or disclosure will also be recorded by the data controller.

Changes to this Policy

This policy will be reviewed annually by the V765 Registration Officer and the TR Registers data controller. The TR Register reserves the right to review and update this policy at anytime.