



Lancashire Automobile Club (1902) Limited

DATA SECURITY POLICY

PURPOSE

Lancashire Automobile Club (1902) Limited is committed to ensuring the integrity and security of its data and that such data be processed in compliance with the General Data Protection Regulations (GDPR) 2018 and guidance defined by the Information Commissioners Office (ICO). Data processed and retained by Lancashire Automobile Club (1902) Limited is only that which is necessary to enable the day-to-day operation of a members' motor club.

SCOPE

The policy covers all aspects of data and its processing and includes the Club website, membership database, social media platforms and system architecture.

KEY PRINCIPLES

To ensure that the policy is adhered to, three basic principles are to be applied, namely;

- Confidentiality of members data must be maintained
- Integrity of any data processed or retained must be accurate and protected from unauthorised access or change
- Accessibility to data and means of processing (i.e. systems) to be restricted to authorised persons only.

ROLES & RESPONSIBILITIES

The Club has an appointed Data Controller responsible for;

- Carrying out Data Impact Assessments
- Ensuring data is processed and retained in accordance with the requirements of GDP and ICO regulations.
- Being the named individual to whom members should contact regarding personal data held about them
- Liaison with third parties, where necessary
- Communication with the ICO.

The Club's appointed Technology Provider is responsible for;

- Maintaining the integrity of the system architecture and website source code

- Providing a compliant web hosting service
- Ensuring active software security, data backup and penetration testing
- Advising the Club on all matters relating to cyber security and data compliance.

System users are responsible for;

- Using strong passwords, where necessary
- Ensuring their own devices have the latest software and antivirus protection installed
- Posting responsibly when using social media channels and adhere to the Club's Social Media policy
- Reporting any suspected cyber incident (e.g., phishing, data breach) to the named Data Controller immediately.

SUPPORTING INFORMATION

In order to ensure that this policy is enacted upon, the Club has a supporting procedure which is detailed within the Directors' and Club Officers Operations Manual.

MONITORING & REVIEW

As part of the process to ensure that this policy remains relevant and up-to-date the Directors will, in consultation with the Committee and Technology Partner, review on an annual basis, as a minimum, and will undertake any necessary steps required to ensure compliance and relevance.

DIRECTOR AUTHORISATION

This policy is authorised by the Directors of Lancashire Automobile Club (1902) Limited.

Richard Murtha
Company Chairman

Date Authorised : 02/09/2025

Next Review Date : 02/09/2026