

**Blue Knights International Law Enforcement Motorcycle Club**  
**General Data Protection Regulations**  
**Privacy Policy**

**Purpose of this policy.**

This policy is designed to help you understand what kind of information we collect in relation to your membership of The Blue Knights Law Enforcement Motorcycle Club. How the club processes and uses the information. In the course of administering the legitimate business operation of the club we will collect and process information that is commonly known as 'Personal Data'. This policy describes how the club collects, uses, transfers, retains and safeguards that data.

Your personal data will be processed in line with:

- The UK's updated Data Protection Act 2018
- The UK retained provisions of the EU's General Data Protection Regulation (Retained by virtue of the European Union (withdrawal) Act 2018).
- Regulations based on wider EU legislation such as Privacy and Electronic Communications Regulation (EC Directive) 2003
- Wider guidance from the Information Commission Office - [www.ico.org.uk](http://www.ico.org.uk)

**What is Personal Data?**

Personal data is information relating to an identified or identifiable person. Examples include an individual's Name, age, address, date of birth, their gender and contact details. Personal data may contain information which is known as Special Categories of Personal Data. This may be information relating to an individual's Health, Racial or Ethnic origin, Political opinions, Religious beliefs, Trade union membership, Genetic or Biometric data or data relating to Sexual orientation. Personal data may also include data relating to Criminal convictions and offences. For the purposes of safeguarding and processing criminal conviction offence data responsibly, this data is treated in the same manner as Special Category Data, where we are legally required to comply with specific data processing requirements.

**Personal Data that we collect.**

In order for us to administer your membership for you we will collect and process personal data about you. When you complete an application form for membership to the organisation you provide personal data including your Name, Address, Date of Birth, Telephone number and Email Address.

Where Special category information is requested to confirm eligibility to join the club such as health/medical data, once we have assessed the relevant documents, we will destroy them or return them to the individual. Special category data will not be transferred to the international office. The only Special Category information that may be requested to confirm eligibility relates to the health/medical reasons for retiring early or leaving the Service.

We will share personal data with authorised third parties, this is necessary where we are required to do so by law.

We will collect your non-personal data when you visit our website, where we collect your unique online electronic identifier, this is commonly known as an IP address.

We will also collect electronic personal data when you visit our website as this uses Cookies. These are used to identify visitors, to simplify accessibility and monitor visitor behaviour when using the website content. Cookies make the interaction between Blue Knights UKIC and its users smoother. If you have any issues with using cookies, you may delete these files from your internet browser. However, should you return to the website you will be accepting a new cookie. Local Chapter officers collect your completed application form from you requesting to join the international organisation. Chapter Officers in the UKIC are considered to be Data Processors as you complete your application form, we do not decide to collect the personal data from you. We are not involved in any of the decision making regarding your personal data once it is transferred to the international office. We act on behalf of the international office who have control over the processing of your personal data.

Your Membership application personal data must be forwarded to the Blue Knights International Law Enforcement Motorcycle Club HQ in the USA for registering and processing your Membership. If you object to the processing and transfer of your application form personal data, you will be unable to join the organisation.

### **Why do we need your personal data?**

In completing an application form and paying for membership you are requesting to enter into a contract with the Blue Knights Law Enforcement Motorcycle Club. On being accepted for membership you will be issued with a membership card and have access to the international membership network.

Each year you will be invited to review your membership of the organisation and decide if you wish to remain part of the organisation. Part of this process must include a review of the accuracy of the personal data held by the organisation.

### **International Transfers of Personal Data.**

Under our International Data Transfer Agreement, we will transfer your application form to the Headquarters of the Blue Knights Law Enforcement Club who are based in the USA, and so outside the European Economic Area. This is for the legitimate purposes of operating the club business, to fulfil its role and functions as described on the international website.

The International Office are also required to safeguard your personal data through the use of appropriate technical and organisational security measures and are prohibited from sharing your data with other third parties without prior authorisation, unless as required by law.

### **How your information will be used.**

Your personal information will be used to operate and administer the legitimate interests of the club. Locally, each Chapter stores personal information relating to Chapter membership. Copies of application forms are retained by your Chapter either in hard copy format or digitally. Every year each Chapter reviews membership and completes Chapter renewals via the online Chapter portal.

Your personal data will be passed to a third party to administer the magazine distribution and the Election ballot process. Other than this, your personal data should only be given to someone outside the club with your permission.

### **Protecting your Information.**

We will take all reasonable steps to ensure that your personal information is only used in accordance with this Privacy Notice and applicable Data Protection Laws and that it is respected and kept secure.

The transmission of data onto the international data base is encrypted. Where personal data is held on the Club website, this is a Members only website. The website has SSH access. This allows secure file transfer and remote Logins over the internet. The connection via SSL is encrypted allowing a secure connection. SSL/TSL certificates; 1028 bit encryption.

The office server is a Windows Server Essentials 2019 running on an HP computer. The database runs on SQL server 2016 software. The server has Malwarebytes and Virus protection software and a Firewall. There is battery power backup and the server is backed up to an external hard-drive each night. The only access from the Internet is through a VPN; Softether server version 4.38.9760. Only three accounts have access to the VPN.

The transmission of data across the internet is not completely secure and whilst we will do our best to try and protect the security of your information, we cannot guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.

The Data Processor should process membership information electronically and take reasonable steps to hold such information securely, protected with passwords. Paper copies of data should not generally be held by the Chapter Secretary. If held, then reasonable steps should be taken to ensure that they are kept secure. If it is necessary to transport data, reasonable steps should be taken to ensure it is securely transported.

For any on-line payments which we take from members we will use a recognised online secure payment system.

In the unlikely event of a breach of the security of Data, if we are notified, the Conference will endeavour to advise members promptly and the Conference will never sell or pass on your personal data.

### **Member's rights.**

- To access your personal data.
- To be provided with information about how your personal data is processed.
- To have your personal data corrected.
- To have your personal data deleted from the database.
- To object to or restrict how your personal data is processed if there is a disagreement about the accuracy or legitimate usage.

More information about your Rights under the Data Protection Act can be found at; <https://ico.org.uk/> The Information Commissioners Office.

### **Specific use of personal information.**

Your personal data will only be used with your consent or for the legitimate purposes of membership management (renewals etc.) Your email and telephone numbers may be used for communication with you and other Chapter members about the club events and other important information.

The personal information that you provide when you complete an application form will be transferred and stored outside of the United Kingdom at the International HQ of the club in the USA. That country has different laws in respect to personal information. We will take all reasonable steps to ensure that your personal information is only used in accordance with this Privacy Notice and applicable Data Protection Laws and that it is respected and kept secure.

### **Request to see your personal information.**

If you wish to know what personal data of yours the Chapter hold, please email the Chapter Secretary and he/she will respond within 30 days of a valid request (depending on availability). If we are unable to respond within that time, we will write to you explaining the reason(s) for the delay. In exercising your individual rights, you should understand that in certain circumstances we may not be able to fully meet your request. In that event we will explain the reason.

### **Accuracy and retention of data.**

Each individual member is responsible for keeping the Chapter Secretary informed of changes to their Personal data (e.g.: address/telephone number etc. and this is updated at least once a year at renewal. By renewing you are authorising the club to hold such data on file. Within the Conference area, copies of membership applications and digital records will be destroyed once a member leaves the organisation.

### **Contacting us.**

In the event of a query or complaint in connection with the information we hold about you or you would like to withdraw your consent regarding the transfer of your data, please email or contact your Chapter Secretary.

If a data breach is identified the severity of the risk to individuals' rights and freedoms will be assessed. We will endeavour to establish the likelihood and severity of the resulting risk to individuals' rights and freedoms.

The Data Transfer Risk assessment indicates that the data being transferred poses a 'Low Harm Risk' and therefore only has the potential to be an inconvenience to the affected individuals. In this case, no reporting is required.

We will still document any data breaches and where possible inform any individual that may be affected.

<b>Type of information</b>	<b>Purpose</b>	<b>Legal Basis of Processing</b>
Member's address, telephone numbers, e-mail address	Managing the Member's membership of the Club by the International administrators.	For the purposes of our legitimate interests in operating the Club and fulfilling the membership contract.
Date of birth	Managing the Member's membership of the Club by the International administrators.	
Motorcycle details and Registration Number	Confirm Membership eligibility of Applicant	For the purposes of our legitimate interests in operating the Club. Not transferred to International HQ. Confirmed then deleted.
Members' Driving Licence Number	Confirm Membership eligibility of Applicant	For the purposes of our legitimate interests in operating the Club. Not to be transferred to International HQ. Confirmed then deleted.
Member's name and address	Magazine distribution. Election ballot distribution.	For the purposes of our legitimate interests in operating and promoting the Club.
Name and email address of each Chapter Officer	Information published on UKIC and Chapter Website as a point of contact	For the purposes of our Legitimate interests in operating and promoting the Club.
Name and email address of each Committee member	Information published on UKIC and Chapter Website as a point of contact	For the purposes of our Legitimate interests in operating and promoting the Club.
Name and Contact details of Club Officials	Information published on BK International website as a point of contact	For the purpose of our Legitimate interests in operating and promoting the Club.

Version	Date reviewed	Amendments
One	29/11/2018	First Policy.
Two	12/04/2023	Rewritten in light of legislative changes due to Brexit.