



DATA PROTECTION AND PRIVACY NOTICE

1. Who does this Data Protection and Privacy Notice apply to?

This Data Protection and Privacy Notice (**Notice**) applies to anyone who:

- is a member of one of the six state or territory clubs¹ (each a **Club** and collectively **Clubs**) whose objects are to encourage the ownership, good keeping and restoration of Rolls-Royce and certain Bentley motor vehicles (eligible motor cars); and
- is a visitor who interacts with the RROCA to or make enquiries of the RROCA, including when you:
 - visit the RROCA website;
 - attend or make enquiries about RROCA run events either online, over the phone or in person;
 - agree to participate in user experience research or to provide feedback to the RROCA; or
 - sign up to receive communications from the RROCA.

This Notice is to be read in conjunction with the RROCA Data Protection and Privacy Policy (**Policy**).

2. What types of personal data will be processed by the RROCA?

We process personal data that is received directly from you through a variety of forms, and the types of personal data processed by the RROCA will depend on the nature of your interaction with us.

- For visitors and Club Members, the personal data will include:
 - usernames, passwords and other registration details that you provide when registering to use our website or other services;
 - details of your visits to, and use of, our website, Wi-Fi and other online services, including different parts of those services you access during your visits, your IP address, and the date and time of your access.
- For Club members the personal data will also include the details you directly provide to the relevant Club in your membership application form and any supporting documents that the Club requests as part of the application process, which the Clubs then share with the RROCA.

This may also include details such as your contact details and details of your interactions with the RROCA as well as your communication preferences.

Your personal data is created, stored and transmitted securely in a variety of paper and electronic formats. This includes databases that are shared across the RROCA, Clubs and members.

¹ Rolls-Royce Owners' Club of Australia Limited. Rolls-Royce Owners' Club of Australia (New South Wales Branch) Inc. Rolls-Royce Owners' Club of Australia (Victoria Branch) Incorporated. Rolls-Royce Owners' Club of Australia South Australian Branch Incorporated. Rolls-Royce Owners' Club of Australia, Western Australia Branch Incorporated. Rolls-Royce Owners' Club of Australia (Queensland Branch) Inc. Rolls-Royce Owners' Club of Australia Act Branch Incorporated

Where you provide the RROCA with the personal data of other people, you are encouraged to inform them that:

- you are disclosing that information to the RROCA;
- the information will be retained; and
- they can access that information by contacting the RROCA's Privacy Officer.

3. Why do we need your personal data, what is our legal basis for processing it, and how will we use it?

For Club members, the personal data processed by us, or processed on our behalf, is needed for the purposes of carrying out certain functions delegated to the RROCA by the Clubs. These include to:

- (a) collect and disseminate information regarding eligible motor cars between the Clubs and equivalent overseas clubs;
- (b) establish, maintain and publish a register of members and their eligible motor cars for the Club's members (Chassis Plate); and
- (c) publish and disseminate a national magazine containing articles of interest to the Clubs' members and equivalent overseas clubs (Praeclarum).

We consider that the lawful basis for the processing of your personal data is that it is necessary for the pursuit of the functions of the RROCA for and on behalf of the Clubs.

For visitors and enquirers, the personal data processed by us, or processed on our behalf, is needed for the purpose of facilitating your interaction with the RROCA and to help the RROCA improve your experience. The specific purpose for processing personal data will be communicated to you at the time that we first interact with you about that matter. If you choose not to provide your personal data, it may not be possible for the RROCA to provide you with the specific information or assistance you have requested.

We consider that the lawful bases for the processing of your personal data as a visitor or enquirer of the RROCA is that it is necessary for the pursuit of the legitimate interests of the RROCA (e.g. to respond to your enquiry and to facilitate your visit to a RROCA event) and where it is necessary in order for us to fulfil our obligations to you (e.g. when you sign up and attend events).

We will obtain your consent for specific use of your personal data not covered by this Notice or where that personal data includes special category data, which we will collect from you at the appropriate time. You can withdraw your consent to our specific use of such data at any time.

In addition to the purposes set out in the Policy, our specific processing purposes of your personal data as a member of a Club and how we use it include:

- to correspond with you;
- to attend to day-to-day administrative matters such as distributing our national magazine (Praeclarum) to you;
- to inform you about RROCA or Club events and activities;
- for benchmarking, analyses, quality assurance and planning purposes;
- to compile statistics and conduct research for internal reporting purposes;

- to seek feedback of your experiences as a visitor or enquirer of the RROCA;
- to fulfil and monitor our responsibilities to comply with legislative reporting requirements;
- to prevent or detect fraudulent activity;
- to contact you for the purpose of seeking your feedback; and
- to use the information as otherwise permitted by the law.

We are committed to the integrity and safeguarding of personal data as set out in the Policy. We take all reasonable steps to ensure that the personal data processed is managed in accordance with the RROCA's Retention and Disposal Policy.

4. Who will the RROCA share my personal data with?

We may share your personal data with a range of third parties, including the following:

- the Clubs;
- for general enquiries, we will not share your information with third parties outside the RROCA unless doing so is required for the purposes of fulfilling your request;
- contracted service providers which the RROCA uses to perform services on its behalf (such as, banks, mailing houses, logistics, IT service providers and caterers for RROCA events); and
- in the event of an emergency, police, medical or hospital personnel, civil emergency services, your legal representative or nominated emergency contact person, or other person assessed as necessary to respond to the emergency.

In the event that personal data is disclosed to third parties, such disclosure will be limited to the extent necessary to fulfil the purpose of such disclosure.

5. What are my individual rights?

In addition to your rights to access and correct your personal data and lodge a complaint relating to how we handle your personal data as set out in the Policy, if the GDPR applies,² you may, under certain conditions, have the following rights available:

- to object to any processing of your personal data that we process on the lawful basis of legitimate interests, unless our reasons for the underlying processing outweighs your interests, rights and freedoms;
- to withdraw your consent where we have processed any of your personal data based on consent;
- to object to direct marketing (including any profiling) at any time;
- to ask us to delete personal data that we no longer have lawful grounds to process; and
- to object to the use of automated decision making.

6. What security measures are in place on RROCA websites?

The RROCA website has security measures in place against the loss, misuse and alteration of information as defined in the RROCA's IT Security Policy.

²

The **GDPR** is the *General Data Protection Regulation* (which gives certain rights to individuals who are based in the European Economic Area (EEA) during their interactions with Us).

A login name and password are required to visit secure areas. This is to ensure that the information is displayed only to the intended person. You should ensure that your password is kept securely and cannot be discovered by anyone else.

The RROCA website may have chat rooms, forums, on-line teaching environments, message boards and or/news groups available to their users. Please remember that any information that is disclosed in these areas becomes public information and you should exercise caution when deciding to disclose your personal data.

7. Links to other sites

Our policy discloses the privacy practices for the RROCA. While we provide links to other websites, once you leave this website, you will be going to websites that are beyond our control and you are subject to the privacy policy of that other website.

8. Who can I contact if I have any questions about how my personal data is being used or how I can exercise my rights?

If you have any questions about how your personal data is being used, or you wish to exercise any of your individual rights that are available to you, please contact the RROCA's Privacy Officer by email privacyofficer@rroca.org.au.