1. *The Jaguar Driver’s Club Auckland (JDCA) takes the privacy of its members data very seriously.*
2. *The Club Membership Secretary alone, will be able to access and amend details held on the JDCA Membership database. Other Committee members shall only be able to access the database to read, but not amend any Membership details.*
3. *As JDCA Committee Members and Register Organisers, we are required to undertake that we will only use a Member’s personal information for club administration purposes, including organising JDCA events and for communicating with that Member about their membership of the JDCA.*
4. *The only exception to this undertaking, is when a Member has given their written permission to the JDCA that the Member’s email address and or phone number may be disclosed to other members of the JDCA .*
5. *Members’ physical addresses will never be shared or disclosed outside the Committee by any Committee Member or disclosed by any Register Organiser.*
6. *One of the principal purposes of the JDCA is to promote communication and fellowship between members of the JDCA. Therefore, all Members of the JDCA will be requested to confirm whether or not they are prepared to share their phone number and/or email address with other members of the JDCA.*
7. *Such permission and or restriction as to whether a particular Member’s details may be disclosed to another member of the JDCA shall be highlighted on every Member record held on the JDCA Membership Management database.*
8. *Should a particular Member not respond to such request to permit disclosure as noted under paragraph 6, then the Committee shall regard by default that the Member concerned, wishes to* ***restrict any*** *disclosure of their details beyond the Committee.*

***UNDERTAKING:***

*Name:……………………………….*

*Position:……………………………*

*As a Committee Member or Register Organiser of the Jaguar Driver’s Club, Auckland, I hereby confirm:*

1. *my agreement to the JDCA’s Rules set out above on the restrictions governing disclosure of Member details and*
2. *I undertake to comply in full with the Rules.*

*Signed………………………………………………………………………………………Date…………………………………………….*