



2023

SOUTHPORT MODEL ENGINEERING CLUB

APPLICATION FOR MEMBERSHIP

(Please complete in block capitals)

Form with fields: Name, Address (with Postcode), Telephone Numbers (Home, Mobile), E-mail address, Date of Birth (if under 21), Your model engineering interests, current model projects or why you want to join, Where did you hear about the club, or who referred you, Membership of other model clubs, Signature, Date, If under 16 signature of Parent/Guardian, Date.

Please return to the membership secretary at the following address: -

Mike McNerney, 4 College Mansions, 4 College Path, Formby, L37 1LH

Membership fees for 2023 are shown below: -

Annual members renewal £60.00 (Full Year)

Mid-Year rates (only for new members)

Table with 4 columns: JOINING MONTH, Jan/Feb/Mar/Apr, May/June/July/Aug, Sept/Oct/Nov. Row 1: SUBSCRIPTION, £60.00, £45.00, £30.00

Junior members up to, and including, the age of 16... £12.00.

Junior members 17 – 18 years old... £25.00.

Student members (In full time education) 18-21 years old... £25.00.

Associate members... £10.00. \* This is a restricted membership, please ask for details.

(Don't include any fees at this time as the application will need to be approved by the Committee. The Membership secretary will contact you to advise on the outcome and ways to pay if successful.)

PLEASE NOTE:

1. Under the guidance of General Data Protection Regulation (2018) we would advise that the data given by you in this form will be processed and used in line with the club's current data policy. In seeking membership of this club, you are giving consent for this purpose. In the case of children (under the age of 16) we require the consent of the person holding 'parental responsibility'. Copy Attached.

2. Please include your eMail address if you have one, since eMail is the club's primary method of contact with the members. We will not disclose your eMail address to anyone outside of the club.



# **Southport Model Engineering Club**

## **General Data Protection Regulation**

### **(GDPR) Policy**

#### **Introduction**

Firstly, since Southport Model Engineering Club (abbreviated in this document to SMEC) only collect and process data for recreational reasons (as a hobby) we do not have to register under the 2018 GDPR (General Data Protection Regulation). Having said that we are still required to adhere to the general principles of the DPA (Data Protection Act).

SMEC take privacy of any personal data we hold very seriously and the Membership Secretary has been nominated by the committee to be responsible for the collection, retention and distribution of any personal data we hold.

SMEC will only collect the minimal amount of personal data that we require as a club as a condition of your membership in order to allow the club to provide services to you.

#### **Why we collect your Personal Data.**

As a club your personal information is required so we can contact you for a number of issues which include, but are not limited to ...

- Maintaining a record for Health and Safety issues
- Record for Insurance compliance
- AGM notices
- Forthcoming Events and dates
- Newsletter distribution
- Advising of subscription renewals
- Issuing of annual membership receipts and stickers
- Maintain a record of Boiler Tests
- Maintain a record of Driver Training
- Maintain a list of Key Holders

We will only collect information which is relevant to provide club services. SMEC will not share any personal information we hold with non-members or other organisations without your consent.

**Personal data retention and deletion.**

SMEC will only hold information whilst a person is a member of the club, or for a limited period after cessation of membership.

Any member who...

- terminates their membership
- fails to renew membership within 3 months of the membership renewal date

will receive no further information from the club and will have their personal data frozen.

All data will be retained for a period of 3 years to ensure we can contact ex-members in discharging any of our legal duties.

Boiler Test records will be kept as long as practical.

**Protecting your personal data.**

SMEC will take due care in protecting your data using currently available digital technology and ensure the master data is held on a PC using current computer security updates from their service provider.

Read only copies of the full data will only be available to committee members to allow the various services of the club to be undertaken.

Whilst we endeavour to promote communications between club members a reduced paper information list will be available on the club notice board with members phone numbers and email addresses.

**‘Day Member’ Data.**

Where a participating visitor (not a general visitor) cannot provide evidence of public liability insurance the club may offer the visitor ‘Day Membership’ thereby provide public liability cover under the SMEC insurance policy.

In order to provide this cover the participating visitor will be signed in as a ‘Day Member’ and may be asked to provide his/her name, address, signature, home club, eMail address or other information as required on the ‘sign in’ form. This information is only for club records and would only be passed onto the insurance company and/or other statutory body(ies) if there was an incident.

Anybody declining to become a ‘Day Member’ will not be allowed to enter the restricted operational area of the site.

The data will only be stored, in a secure place, in paper form for a period of 12 months after issue.