



Southport Model Engineering Club

Privacy and Data Protection Policy

Introduction

This document sets out our Privacy and Data Protection Policy which aims to respect the individual privacy rights of our members and to protect their personal data in accordance with all relevant UK data protection laws and regulations. The committee is responsible for ensuring legal compliance and will regularly review policies and procedures to ensure ongoing compliance.

We will only collect and use minimal and relevant personal data in order to allow the club to provide services to its members. This is the legal basis on which we use members' personal data unless we ask for specific consent in certain circumstances.

We will not share any personal data with non-members or other organisations without the member's consent (unless legally required).

Why we collect Members' Personal Data

Members' personal information is required so we can carry out the normal tasks associated with operating the club 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 training of drivers and other special duties
- Maintain a list of key holders

Protecting personal data

The Membership Secretary will normally be the person who collects, retains and uses membership information on a day-to-day basis. The Membership Secretary provides copies of relevant personal data to other committee members to allow the various services of the club to be undertaken

We take due care in protecting personal data and will only store personal data using secure computer devices and secure cloud storage facilities. Any personal data in paper form will be stored securely.

To promote communications between club members a reduced paper information list is available on the club notice board with members phone numbers and email addresses.

Personal data retention and deletion

We will hold members' personal information during the period of membership and for a maximum of 5 years after cessation of membership to ensure that we can contact ex-members in discharging any of our legal duties and for accounting/audit purposes.

Members have a right to be given a copy of their personal data, to have changes made to the data and to have all of their data deleted (unless there are legal requirements to retain the data). Members can also withdraw at any time any specific consents they may have given. Members can also ask for our use of personal data to be limited or suspended. Requests for these purposes should be submitted by email to membership@southportmodelengineering.club. Requests must be processed within one month.

Boiler Test records will be kept as long as practical.

In some circumstances a "participating visitor" may be enrolled as a 'day member' thus qualifying for cover under the club's insurance policy. The application form for day membership will contain personal data which is for club records and would only be passed onto the insurance company and/or other statutory bodies if there were an incident. The application form will be stored in a secure place for a period of 12 months after issue.

Emails

The club's primary means of communication with members is email - either on an ad hoc basis or as part of regular bulk notices regarding meetings, events, and other club matters. Telephone calls, text messages or paper letters may also be used at times. Members can opt-out of such communications by submitting an email request to membership@southportmodelengineering.club.

Photography

Based on our Safeguarding Policy, members may take photographs and videos of club activities for personal use but photographs of children should generally only be taken with the permission of the parent.

The club publishes photographs on the public part of our website and also on our Facebook page. These photographs may contain identifiable images of members. The legal basis for this is that it falls within the legitimate interests of the club. Members have the right to request the removal of a photograph containing their image by submitting an email to membership@southportmodelengineering.club.

We will not publish any photographs on our website nor on our Facebook page that contain identifiable images of non-members

Website

The club has a website which provides a section for members only. Usernames for this purpose are linked to members' email addresses and each member has an associated password. Members' email addresses are not used for any other purpose on the website.

The website uses basic "session" cookies which enable members to interact with the website. No other type of cookie is used and no member data is asked for or stored on the website.

Data Protection Breaches

In the event of a suspected breach of data protection, all members of the Committee must be informed immediately by any suitable means. An assessment will be made by the Committee to determine what action needs to be taken immediately to recover and/or protect the personal data and to determine what notifications may be required to be given to affected parties and/or The Information Commissioner's Office.